

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0311-2023-0001

Status: APPROVED
Date Approved: 08/20/2025

General Information

Agency or Establishment	Federal Emergency Management Agency
Record/Scheduling Group	0311 - Records of the Federal Emergency Management Agency
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Response and Recovery
Minor Subdivision	National Preparedness Directorate
Schedule Subject	Chemical Stockpile Emergency Preparedness Program
Additional Schedule Information	The Chemical Stockpile Emergency Preparedness Program (CSEPP) involves planning to augment existing emergency preparedness capabilities for impacted State and local communities.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 0

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0311-2023-0001

Item #	Title	Disposition
0001	Chemical Stockpile Emergency Preparedness Program (CSEPP) Exercises	Permanent
0002	Final Plans, Guidebooks and Slides	Permanent

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Records Schedule Items

DAA-0311-2023-0001-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Chemical Stockpile Emergency Preparedness Program (CSEPP) Exercises		
Item Description	Final Exercises and Exercise Plans, to include the final pre-exercise evaluation plan, Control Staff instructions, Master Scenario Events Lists, Implementers, meeting agendas and minutes, and the Final Evaluation Report on each CSEPP exercise performed by FEMA in conjunction with Department of the Army and State and local governments. Arranged by exercise.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-311-99-002 / 1/a/1	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Other: Cutoff after publishing of final report.		
Are there multiple instructions for this item?	No		
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff		
ADDITIONAL INFORMATION			
Current Records Format	Structured data formats:1MB ; Paper-based textual records:85 cu ft		
Approximate first year of records covered by this authority	2006		
End year of records covered by this authority	Year: 2024		
Date span of the initial transfer	From: 01/01/2006 To: 12/31/2024		
Frequency of transfer	5		

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Are any of the records covered by this item subject to a FOIA exemption?	No
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DAA-0311-2023-0001-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Final Plans, Guidebooks and Slides		
Item Description	Final approved Guidebooks, Plans and Slides that are prepared on behalf of the CSEPP FEMA HQ. These documents provide guidance, reference, and path forward for our CSEPP partners (local, state, tribal, and federal). Included is correspondence about the CSEPP program and development of the final versions with our relevant partners which includes but is not limited to the following: • Exercise Implementation Guide (2021) • CSEP Program Guidebook (2019) • CSEPP Closeout Plan (2022) • CSEPP Closeout Slide deck (2022) • CSEPP Closeout Guidebook (2010)		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-311-99-002/ 2/a	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Other: Cut off at the end of the fiscal year covered by the plan		
Are there multiple instructions for this item?	No		
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff		
ADDITIONAL INFORMATION			
Current Records Format	Structured data formats:5MB ; Paper-based textual records:1 cu ft		
Approximate first year of records covered by this authority	2006		

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End year of records covered by this authority	Year: 2024
Date span of the initial transfer	From: 01/01/2006 To: 12/31/2024
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.