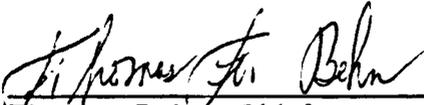


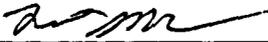
REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-311-02-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-15-01</i>	
1. FROM (Agency or establishment) FEDERAL EMERGENCY MANAGEMENT AGENCY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Administration Resources and Planning Directorate		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Facilities Management and Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE NUMBER 202/646-2641	DATE <i>1-30-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>0</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE Sep 17, 2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Munil Blenden</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Change FEMA Manual 5400.2, item AVL-8, to include a separate subcategory for mission related posters:</p> <p>AVL-8 Agency Artwork</p> <p>AVL-8-1 Routine artwork for handbills, flyers, letterhead, and other graphics.</p> <p>Disposition would remain as "Destroy when no longer needed for publication or reprinting." (under GRS 21, 6)</p> <p>AVL-8-2 FEMA Mission Related Posters: All printed posters distributed by the Agency.</p> <p>Disposition: PERMANENT. Records on hand from creation of the agency to the approval of this schedule, should be transferred immediately upon approval of this schedule. Each new poster, upon original issue, should be routinely distributed (If a distribution list exists, place NARA on the list to receive two [2] posters) directly to the National Archives, Special Media Archives Services Division, Still Pictures. Please provide the following documentation for each poster transfer: 1) Title of the poster; 2) Whether or not the poster is part of a continuing series or is it an individual issue; 3) For what reason or purpose was the poster created; 4) The name of the artist/photographer that created the imagery on the poster; 5) The Copyright status of the poster; and 6) The date of publication. (This transmittal information is needed to aid in the identification and description of each item, or series of items.)</p>	<p>GRS 21, 6 (restated only for clarity)</p> <p>(previously unscheduled)</p>	

Coordination:



Thomas Behm, Chief
Printing and Publications Section
Program Services and Support Branch
Facilities Management and Services Division
Administration Resources Planning Directorate

9/17/2001
(date)



Robert S. Brock
General Counsel
Office of General Counsel

6/19/01
(date)

Coordination for:

Change to FEMA Manual 5400.2, item AVL-8, to include a separate subcategory for mission related posters.