

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Federal Emergency Management Agency

2. MAJOR SUBDIVISION
National Security Directorate

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Tammy Schartel

5. TELEPHONE
202-646-2641

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-311-03-1

DATE RECEIVED
1/27/03

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
5-8-03

ARCHIVIST OF THE UNITED STATES
[Signature]

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 3 page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

DATE: 1/22/03

SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*

TITLE: Records Officer
Chief, Records Management Branch

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 GRS OR SUPERSEDED JOB CITATION	10.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 to reflect the attached changes to the Continuity of Government file series.</p> <p>I hereby certify that the attached information is not considered classified:</p> <p><i>[Signature]</i> Mary K. Getter Chief, Personnel and Information Security</p> <p>1-21-03 (date)</p> <p><i>[Signature]</i> Robert S. Brock General Counsel Office of General Counsel</p> <p>1/22/03 (date)</p> <p><i>[Signature]</i> Catherine H. Light Director Office of National Security Coordination</p> <p>7/1</p>		

Handwritten note: 2 copies sent to Agency, NWMD, NR, NWME, NWMA

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
COG-3	Continuity of Government Operation and Briefing Files. Charts, slides, viewgraphs, briefing papers, videotapes for briefing key government officials.		
COG-3-1	Normal Operations	Destroy when superseded, obsolete, or when no longer needed.	
COG-3-2	When EO 12656 Activated	Permanent. Cut off when program is deactivated. Retire to FRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.	

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
COG-5	Correspondence, memoranda, and reports prepared in association with Continuity of Government interest in such activities (previously the National Preparedness Directorate).		
COG-5-1	Normal Operations	Destroy when superseded, obsolete, or when no longer needed.	
COG-5-2	When EO 12656 Activated	Permanent. Cut off when program deactivated. Retire to FRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff.	

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
COG-13	Electronic reporting system to support Continuity of Government operations when EO 12656 activated.		
COG-13-1	Master File Routine Administrative Data.	Destroy/delete when 2 years old or when no longer needed for current business or reference, whichever is later.	
COG-13-2	Master file of COG-related data and system documentation.	Permanent. Cutoff records at the end of the calendar year. Transfer to NARA 1 year after cutoff in format acceptable to NARA at the time of transfer.	
Input and output data for this electronic reporting system are scheduled in categories COG-1 through COG-5 and should be maintained in accordance with disposition schedules therein.			
COG-XX	Electronic copies created on electronic mail and word processing systems for all items listed in the COG schedule created solely to produce recordkeeping copies.	Destroy/delete within 180 days after the recordkeeping copy has been produced.	