

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
Financial and Acquisition Management Division

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
71-311-04-1

DATE RECEIVED
12-11-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

11-10-04 *John W. Paul*

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 9 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
4/8/03

SIGNATURE OF AGENCY REPRESENTATIVE
Muriel B. Anderson

TITLE
Muriel B. Anderson
Agency Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Change FEMA Disposition Manual 5400.2 to include the four recommended categories for electronic grant processing.

cc Agency MR DuMa

1. Electronically received and processed grants files. Files include grant applications, Direct Deposit Sign-up Forms, grantees' performance and financial status reports, closeout reports, final requests for funds, and e-mail correspondence.

Disposition: Delete file 6 years and 3 months after grant closed, and final audit and appeals are resolved and completed.

2. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- (a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Delete/destroy within 180 days after the recordkeeping copy has been produced.

- (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Delete when dissemination, revision, or updating is complete.

and
PRC-13-
DAP-4-5

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1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED 12-11-2003	
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3. MINOR SUBDIVISION		DATE _____ ARCHIVIST OF THE UNITED STATES	
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE 202-646-2641		
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<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/8/03	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Muriel B. Anderson Agency Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Change FEMA Disposition Manual 5400.2 to include the four recommended categories for electronic grant processing.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Proposed Category Number	Proposed Description	Proposed Disposition
DAP-4-5	Electronically received and processed disaster assistance grants for Public Assistance to include but not limited to public project grants and fire suppression assistance grants.	Delete file 6 years and 3 months after grant closed, and final audit and appeals are resolved and completed.
PRC-12	Unsuccessful Grant Application Files. Application, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.	
PRC-12-1	Hardcopy.	Already scheduled under GRS 3, 14
PRC-12-2	Electronically received and processed.	Delete 3 years after rejection or withdrawal.
PRC-13-4	Electronically received and processed non-disaster assistance grants.	Delete file 6 years and 3 months after grant closed, and final audit and appeals are resolved and completed.
MIT-1-3	Electronically received and processed hazard mitigation grants.	Delete file 6 years and 3 months after grant closed, and final audit and appeals are resolved and completed.
EOM-14-4-1 (additional subcategory)	Electronically received and processed hazard mitigation grants.	Delete file 6 years and 3 months after grant closed, and final audit and appeals are resolved and completed.