

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
International Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Tammy Strickler

5. TELEPHONE
(202) 646-2641

LEAVE BLANK (NARA use only)

JOB NUMBER
71-311-04-2

DATE RECEIVED
12-30-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
5-19-04

ARCHIVIST OF THE UNITED STATES
J. 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 0 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
12/9/03

SIGNATURE OF AGENCY REPRESENTATIVE
Michael Anderson

TITLE
FEMA Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
①	<p>Combine all International Affairs categories into one comprehensive category.</p> <p>These changes better reflect current work processes.</p> <p>Documents accumulated in planning and making arrangements for international cooperation in natural and man-made technological emergency prevention and response. Protocols of Intention, work plans, letters, memoranda, memoranda of understanding, messages, studies, reports, forms, staff position papers, and other records documenting and/or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to FEMA International Affairs program and staff activities. These agreements are approved through the Department of State's C175 Interagency process. These agreements also include interagency and international organizational agreements for disaster mitigation and response. Arrange alphabetically by country.</p> <p>PERMANENT. Cut off at end of calendar year. Retire to FRC 2 years after cutoff. Transfer in 5-year blocks to the National Archives 20 years after cutoff.</p> <p><i>cc NR, DWMP, DUMW, Agency.</i></p>	<p>N1-311-02-3 all subcategories and N1-311-86-1, 1B5-8</p>	

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.

TEMPORARY. 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.

TEMPORARY. Delete when dissemination, revision, or updating is complete.