

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-311-04-5	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4-30-2004	
1. FROM (Agency or establishment) Federal Emergency Management Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Strickler	5. TELEPHONE NUMBER 202-646-2641	DATE 7/16/07	ARCHIVIST OF THE UNITED STATES Allen Winters
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>1</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 4/27/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Minnie S. Anderson</i>		TITLE Chief, Records Management Branch 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 GRS OR SUPERSEDED JOB CITATION	10.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 Manual 5400.2 to include a file category— defining all FEMA records related to the attacks made on the United States on 9/11/01 as PERMANENT records— <div style="text-align: right;"> <i>Robert S. Brock</i> Robert S. Brock General Counsel Office of General Counsel </div> <div style="text-align: right;"> 4/27/04 (date) </div>		
SA 7/27/07 copies sent to Agency, NWMD, NWME, NWMY, NWCS, NR			

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE)
	<p>FEMA SERIES SPC - Special Collection (given a numbered and name unique to the event)</p> <p>FEMA records documenting natural and man-made disasters or other events that constitute a special collection for purposes of long-term, post-event review, lessons learned, and potential historical interest. These events are designated by the FEMA Records Officer, and may be differentiated by such factors as: 1) a Presidential declared disaster; 2) the declaration of an Incident of National Significance as defined by the National Response Plan; 3) executive, congressional or judicial orders issued to retain/freeze all records associated with the event.</p>		
1	<p>FEMA SERIES SPC-1- _____ - _____ (collection number - name)</p> <p>This includes all records categories associated with this event which have permanent dispositions in the FEMA records disposition manual. This disposition instruction is applicable to records, both paper and electronic, regardless of format or media, EXCEPT audio/visual media maintained by FEMA. (These items are maintained, for example, under AVL-3-1, AVL-3-2, AVL-4-1, AVL-8-2, AVL-16, AVL-17, AVL-18, AVL-27, and AVL-35-2).</p> <p>PERMANENT. Cut off when all activity has ceased for the particular operations area. Transfer to an FRC 1 year after cutoff. Transfer to NARA 20 years after cutoff.</p>		
2	<p>FEMA SERIES SPC-2- _____ - _____ (collection number - name)</p> <p>This includes all records categories associated with this event which have temporary dispositions in the FEMA records disposition manual.</p> <p>TEMPORARY. Cut off when all activity has ceased for the particular operations area. Transfer to an FRC 1 year after cutoff. Destroy 75 years after cutoff.</p>		
X	<p>FEMA SERIES SPC-3- _____ - _____ (collection number - name)</p> <p>This includes all records categories associated with this event which are UNSCHEDULED.</p> <p>UNSCHEDULED. Cut off when all activity has ceased for the particular operations area. Contact your local Records Liaison Officer or the Headquarters Records Office to begin a NARA-</p>		<p>This row does not contain a request for disposition authority. It is included as an FYI.</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRSOR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE)
	SF 115 process. Transfer to an FRC 1 year after cutoff.		
X 3	<p>FEMA SERIES SPC-4-_____ - _____ (collection number - name)</p> <p>All records associated with a domestic catastrophic event.</p> <p>A catastrophic event may be any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened.</p> <p>This category includes, but is not limited to, records relating to pre-response operations; the Presidential Declaration; Emergency Coordination (EC); Emergency Support (ES); Urban Search and Rescue response (US&R); Public Assistance (PA), including, but not limited to, project applications, original damage survey report, mission assignments, funding documents, project time extensions, applicant appeals, eligibility determinations, and documents on insurance requirement, policies, procedures; Individual Assistance (IA) records including, but not limited to, mission assignments, specific IA policies, and guidance/SOP(s) and correspondence with State and local officials; and Mitigation.</p> <p>This disposition instruction is applicable to records, both paper and electronic, regardless of format or media, EXCEPT audio/visual media maintained by FEMA. (These items are maintained, for example, under AVL-3-1, AVL-3-2, AVL-4-1, AVL-8-2, AVL-16, AVL-17, AVL-18, AVL-27, and AVL-35-2).</p> <p>This category covers, for example, records related to the events of September 11, 2001 and Hurricane Katrina.</p> <p>PERMANENT. Cut off when all activity has ceased for the particular operations area. Transfer to an FRC 1 year after cutoff. Transfer to NARA 20 years after cutoff.</p>		