

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-311-89-3

TO **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

12-1-88

1 FROM (Agency or establishment)
Federal Emergency Management Agency

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Office of Disaster Assistance Program

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION
Individual Assistance Division

4 NAME OF PERSON WITH WHOM TO CONFER
Alfred E. Warren

5 TELEPHONE EXT
646-2641

DATE

ARCHIVIST OF THE UNITED STATES

withdrawn

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE <i>11/30/88</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Alfred E. Warren</i>	D TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Emergency Food and Shelter Program Financial Documentation Files.</p> <p>These files, from participating agencies across the country, document the basic financial transactions of money received and money paid out in the operation of the program. The records include invoices, receipts, food and lodging vouchers, internal schedules, per diem rate schedules, cash register tapes, utility bills, eviction notices and cancelled checks. These files were originally generated under Public Law 98-8 (Phase I) and succeeding Appropriations measures P.L. 98-151 and 98-181 (Phase II), P.L. 98-396 (Phase III), P.L. 99-88 and 99-160 (Phase IV), and P.L. 99-500 and 100-6 (Phase V) until the program was authorized under the Stewart B. McKinney Homeless Assistance Act, Public Law 100-77.</p> <p>APPROVALS:</p> <p><i>James C. Mrazek</i> <i>SL-DA-1A</i> <i>11-30-88</i> State and Local Programs and Support Directorate Date</p> <p><i>Mike Heisch</i> <i>11/30/88</i> <i>James C. Mrazek</i> <i>1/29/89</i> General Counsel Date Inspector General Date</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Files are arranged according to identification numbers which generally conform to an alphabetical listing. As of Fiscal Year 1987 all agencies were given permanent identification numbers.</p> <p>Disposition: Cut off at end of fiscal year. Destroy 6 years and 3 months after cutoff.</p>		