

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-311-90-3

DATE RECEIVED

8-30-90

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Federal Emergency Management Agency

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

~~XXXXXX~~ Rick Beach

5. TELEPHONE EXT.

646-~~XXXX~~2632

DATE

9/11/90

ARCHIVIST OF THE UNITED STATES



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 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, 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>8/28/90</i>	<i>Alfred E. Warren</i>	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Unscheduled records at the Washington National Records Center (see attached.)</p>		

copies sent to agency, 77-W, mt, ncf 9/19/90

RECORDS OF THE
FEDERAL EMERGENCY MANAGEMENT AGENCY
(RECORD GROUP 311)

Described below are unscheduled Federal Emergency Management Agency at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Office of Economic Opportunity records or for job corps records created by the Manpower Administration of the Department of Labor;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

U.S. Fire Administration

1. USFA Monthly Progress Reports, 1983-86. 3 cubic feet. Unarranged.

These three boxes contain records of permanent interest: Box 7 (U.S. Fire Administration Monthly Progress Reports, contains interesting information on fire-setting by juveniles and other significant fire-related topics); Box 13 (U.S. Fire Administration Monthly Progress Reports and U.S. Fire Administration Final Report and Appendices, contains materials about a major public awareness campaign on fire protection initiated by the U.S. Fire Administration); Box 15, contains more USFA Monthly Progress Reports. These materials contain significant informational values about the topic of fire prevention.

WNRC Accession 311-90-0014 Boxes 7, 13, 15

PERMANENT. Transfer to the National Archives ^{in April, 1996} ~~immediately~~.

Office of the General Counsel

2. Legal Files Relating to the Bay Area Lawyers Alliance for Nuclear Arms Control, 1983-1985. Unarranged.

These files stem from a lengthy legal contest with an organization called the Bay Area Lawyers Alliance for Nuclear Arms Control. Contained are correspondence, memoranda, reports and FEMA publications. These publications concern generally FEMA's preparations for nuclear war and the

September 19, 1991

Director, NIR

Deferral of accession of records covered by Job No. N1-311-90-3

Director, NCF

The Federal Emergency Management Agency has asked us to modify disposition instructions for two permanent authorities in Job No. N1-311-90-3 (modified copy attached).

The permanent records are monthly reports of the US Fire Academy (N1-311-90-3/1) and records relating to Bay Area Lawyers Nuclear Alliance (N1-311-90-3/2). Both of these accessions were originally scheduled under approved FEMA authorities. The first series was part of a group of contract records and the second, part of a group of FOIA records. These accessions were to be destroyed in 4/96 and 1/95, respectively.

While FEMA has no objection to eventual transfer of the records to the National Archives, they are an integral part of records which the agency wishes to maintain as a unit. Accordingly, we have altered the disposition of these two series to allow FEMA to maintain the permanent records until the temporary records becomes eligible for destruction.

Please update NARS-5 to reflect these changes.

JAMES J. HASTINGS
Director
Records Appraisal and
Disposition Division

Enclosure

Official File - NI
Reading File - NIR

cc: Job No. N1-311-90-3

Mwolfe:mj

t9/17/91

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File - FEMA

September 17, 1991

Director, NIR

Deferral of accession of records covered by Job No. N1-311-90-3

NN-W

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JAMES J. HASTINGS
Director
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Disposition Division

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Official File - NI
Reading File - NIR

cc: Job No. N1-311-90-3

Mwolfe:mj

t9/17/91

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File - FEMA

but only 33 cubic feet of its records were ever transferred into the Washington National Records Center; none have been accessioned by the National Archives. Furthermore, none of the 33 feet of RG 437 materials were found to belong to the records in RG 311 (FEMA).

Most of the records listed above have already been scheduled, and this reviewer has accepted most of those recommendations.

In addition to the 1311 cubic feet of records in WNRC, there are 16 cubic feet of FEMA records that have been already accessioned by NARA; these are composed of sound recordings and motion pictures and are kept in NNSM.

Very few of the series of records listed in the FEMA records schedule are represented in either the WNRC or National Archives, which leads to the conclusion that most FEMA records are still being held by the agency. Perhaps greater efforts should be made to accession FEMA records into the National Archives.

Paul Rood

Paul Rood
CIDS Trainee