

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 (FEMA)

2. MAJOR SUBDIVISION
 Response and Recovery Directorate

3. MINOR SUBDIVISION
 Infrastructure Support Division/Community Svcs Branch

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE
 Tammy Schartel | (703) 542-3017

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-311-95-3

DATE RECEIVED
 2-22-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 5-22-97 | *John W. Cal*

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 2 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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE
 2-16-95 | *Linda S. Brown* | Acting Records Officer for FEMA

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 GRS OR SUPERSEDED JOB CITATION	10.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 5400.4 to add item LIA-7 and its related subcategories as indicated on the attached 2 pages, to include Historical Preservation Officer Files which may contain possible permanent information. CONCURRENCE: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <i>Karen Forbes</i> Karen Forbes Historical Preservation Officer FEMA </div> <div style="text-align: center;"> <i>Mike Husick</i> FEMA General Counsel </div> </div>		

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*copy to: agency, NWRW
 NWDD*

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
LIA-7	<u>FEMA Preservation Officer Files.</u> Files of historical and art preservation as it relates to disaster mitigation and recovery.	(See sub-categories for disposition)	
LIA-7-1	Policy Files. Documents on the formulation, preparation, issuance, and interpretation of FEMA preservation policies, as created or received by the Federal Preservation Officer. Included are decision and point papers, correspondence, action plans, regulatory instructions, background materials, etc. Files are arranged chronologically. Annual Accumulation: <u>2</u> cubic feet	PERMANENT. Cut off at the end of the fiscal year in which policy was issued. Retire to the FRC when 3 years old. Transfer to the National Archives in 5-year blocks when oldest materials are 20 years old.	N1-311-95-3 PENDING FROM NARA
LIA-7-2	Agreement Files. Files containing agreements between FEMA and other government and private entities relating to the provision of Federal financial and technical assistance in response to disasters.	(See sub-categories for disposition)	
LIA-7-2-1	Nationwide Programmatic Agreements. Agreements signed between FEMA and other Federal, state, and local entities whereby FEMA agrees to provide broad financial and technical assistance in the event of a disaster. These agreements are arranged by state or region. Annual Accumulation: <u>3</u> cubic feet	PERMANENT. Cut off at end of fiscal year in which agreement is superseded or closed out. Retire to FRC 1 year after cutoff. Transfer to the National Archives 20 years after cutoff.	N1-311-95-3 PENDING FROM NARA
LIA-7-2-2	Preservation Memorandums of Agreement. Agreements signed between FEMA and other Federal, state, local, and private entities whereby FEMA agrees to provide specific financial and technical assistance to specific buildings and sites which have been damaged in disasters. These agreements are arranged by FEMA Disaster Number. Annual Accumulation: <u>1</u> cubic feet	PERMANENT. Cut off at end of fiscal year in which agreement is superseded or closed out. Retire to FRC 1 year after cutoff. Transfer to the National Archives 20 years after cutoff.	N1-311-95-3 PENDING FROM NARA

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FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
LIA-7-3	<p>Historic Preservation Initiative Files. Case files on specific sites and buildings to determine whether a specific site has value and how it should be preserved. Files contain copies of reports, draft reports, memoranda, correspondence, photographs, cost estimates, etc.</p> <p>Annual Accumulation: <u>2</u> cubic feet</p>	<p>Cut off at the end of the fiscal year in which initiative is assessed for Preservation Memorandum of Agreement or deemed as inappropriate. Retire to the FRC 2 years after cutoff. Destroy when 20 years old.</p>	<p>NI-311-95-3 PENDING FROM NARA</p>