

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-311-01-3</i>	DATE RECEIVED <i>11-22-2000</i>
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Financial Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE (202) 646-2641	DATE <i>5-1-02</i>	ARCHIVIST OF THE UNITED STATES <i>J. H. W. Cal</i>
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 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11/6/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Muriel B. Anderson</i>		TITLE Muriel B. Anderson, Records Officer Chief, Records Management Branch
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Correct FEMA Manual - present and superceded manuals listed an incorrect NARA Job Number for these categories. The previously approved correct job numbers cannot be found in previous versions of the manual by either FEMA or NARA. Provide disposition authority for the FEMA-wide budget estimate and justification files.</p> <p>Instructions for e-mail and word processing versions of these records are addressed in the group e-mail and word processing SF115, which is being submitted concurrently.</p> <p><i>Robert S. Brock</i> Robert S. Brock General Counsel Office of General Counsel</p> <p><i>cc Agency TR NUIMP</i></p>	unknown	

BUD-5

Budget Policy Files. Correspondence or subject files in FM-PA documenting FEMA policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for FEMA programs.

PERMANENT. Cut off at close of fiscal year. Retire to FRC 2 years after cutoff. Transfer to National Archives in 5-year blocks 20 years after cutoff.

BUD-6

Budget Estimates and Justification Files. Copies of budget estimates and justification prepared by the Chief Financial Officer. Included are appropriation language sheets, narrative statements, and related schedules and data.

PERMANENT. Cut off at close of fiscal year. Retire to FRC 2 years after cutoff. Transfer to National Archives in 5-year blocks 20 years after cutoff.

BUD-8

Word Processing and Electronic Mail Files

Destroy/delete within 180 days after record keeping copy has been produced
