

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
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PRC-13-3

Non-disaster Assistance Grants. Files for non-disaster related assistance grants provided under various statues pertaining to FEMA including, but not limited to, the Robert T. Stafford Act 42 U.S.C. 5121 et seq., the Earthquake Hazards Reduction Act 42 U.S.C. 7701 et seq., and the National Dam Safety Program P.L. 104-303. Files document the establishment, administration, and evaluation of the grants with state and local governments, and private non-profit organizations.

Cut off at end of fiscal year when grant or agreement is completed or closed.
 Destroy 6 years, 3 months after cutoff.

and the National Flood Insurance Act, 42 USC 1901 et seq.

federal agencies,

PRC-XX

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Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the PRC schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy is produced

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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