

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-311-04-4	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4-30-2004	
1. FROM (Agency or establishment) Federal Emergency Management Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Strickler	5. TELEPHONE NUMBER 202-646-2641	DATE 8/31/2004	ARCHIVIST OF THE UNITED STATES <i>Leir Miller</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 needed now for the business for 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 4/27/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Chief, Records Management Branch Agency Records Officer
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 GRS OR SUPERSEDED JOB CITATION	10.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 5400.2 to reflect the attached changes to the Audiovisual file series. <i>[Signature]</i> Robert S. Brock General Counsel Office of General Counsel	N1-311-86-1 Item 1C1b And GRS 21, 29	
<i>cc Agency DR DWM DAME DWCS</i>			

NOTE: This schedule applies to all formats and media in/on which records are created and maintained.

1) **AVL-4 Mission Activities Photographs**. Still photographic images of FEMA mission activities including all emergency planning, readiness, response, and recovery functions related to floods, earthquakes, hurricanes, tornadoes, and other natural disasters; fires, hazardous materials spills, terrorist incidents, and other human-caused disasters; shelters, evacuations, protection from the effects of radioactive fallout, emergency operating centers (EOCs), FRCs, training, and nuclear tests. Arrange in accordance with FEMA-assigned disaster numbering scheme.

Disposition: PERMANENT. Cut off annually. Transfer captioned photograph, indexed by subject and date, directly to the National Archives 3 months after cutoff along with finding aids and additional information for the collection of photographs (see AVL-35-2). Transfer media will accord with NARA standards applicable at the time of transfer.

AVL-35 Finding aids.

~~AVL-35-1 Finding aids for identification, retrieval, or use of temporary audiovisual records.~~

~~Disposition: TEMPORARY. Dispose of according to the instructions covering the related audiovisual records.~~

2) **AVL-35-2 Finding aids for the identification, retrieval, or use of permanent audiovisual records**.

Disposition: PERMANENT. Transfer to the National Archives with associated collections. Transfer formats and media will accord with NARA standards applicable at the time of transfer.

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DATE 4/27/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Theresa Blodgett</i>		TITLE Chief, Records Management Branch Agency Records Officer
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		4/27/04 (date)	

NOTE: This schedule applies to all formats and media in/on which records are created and maintained.

1) **AVL-4 Mission Activities Photographs**. Still photographic images of FEMA mission activities including those related to shelters, evacuations, protection from the effects of radioactive fallout, emergency operating centers (EOCs), FRCs, training, and nuclear tests, as well as those publicly released on specific selected atmosphere nuclear tests (i.e. Operations Doorstep, Ivy, and Plum) with significant public affairs importance. Arrange alphabetically by subject of emergency management function.

Disposition: PERMANENT. Cut off annually. Transfer captioned photograph, indexed by subject and date, directly to the National Archives 3 months after cutoff along with finding aids and additional information for the collection of photographs (see AVL-35-2). Transfer formats and media will accord with NARA standards applicable at the time of transfer.

AVL-35 Finding aids.

AVL-35-1 Finding aids for identification, retrieval, or use of temporary audiovisual records.

Disposition: TEMPORARY. Dispose of according to the instructions covering the related audiovisual records.

2) **AVL-35-2** Finding aids for the identification, retrieval, or use of permanent audiovisual records.

Disposition: PERMANENT. Transfer to the National Archives with associated collections. Transfer formats and media will accord with NARA standards applicable at the time of transfer.