

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>21-311-06-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5-15-2006</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Agency-wide			
3. MINOR SUBDIVISION <i>Public Affairs</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Bill Koplitz</i>	5. TELEPHONE NUMBER <i>(202) 646-3705</i>	DATE <i>5/15/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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 <i>5/8/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>George S. Trotter</i>		TITLE <i>Acting Chief IT-IR-RM</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		
<i>cc Agency, NR, NWMW, NWES</i>			

*NOTE: The disposition instructions on this schedule apply to all formats and media in/on which records are created and maintained.*

- Item 1: 1) **AVL-1. Routine Still Photography.** Still photographic images of routine activities including routine award ceremonies, retirement ceremonies, social events, blood drives, and other activities not related to FEMA's mission. Also includes portrait photographs of FEMA staff below the Associate Director level.

Disposition: TEMPORARY. Cut off at end of calendar year in which created. Destroy 1 year after cutoff.

*NOTE: This item supercedes GRS 21 Item 1.*

- 2) **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), Federal Regional Centers (FRCs), training, and nuclear tests. **Among images included are those published in agency reports or newsletters, on agency websites, used as illustrations for hearings, or released to the public or media.** Arrange in accordance with FEMA-assigned numbering scheme.

~~A) AVL-4-1. Images providing adequate and proper documentation of mission activities.~~

~~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.~~

- Item 2: B) **AVL-4-2.** Images lacking adequate captioning, having technical or aesthetic deficiencies, or having coverage in excess of what is required for adequate and proper documentation.

Disposition: TEMPORARY. Destroy when no longer needed for agency business.

*NOTE: The sentence in bold above adds new information to the description of FEMA's Mission Activities Photographs. Item 2A on this schedule is provided for informational purposes only, to show the manual number for FEMA's permanent Mission Activities Photographs will change from AVL-4 to AVL-4-1.*