

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-311-92-6	DATE RECEIVED 4-3-92
1. FROM (Agency or establishment) Federal Emergency Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION State and Local Programs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Ed Sias	5. TELEPHONE 646-2626	DATE 8-2-93	ARCHIVIST OF THE UNITED STATES Audrey Hushamp Petter

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 1 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 4-1-92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alfred E. Warren</i>	TITLE RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Add the attached electronic system to FEMA's Record Schedule (FEMA Manual 5400.4) to subject Disaster Assistance Programs (DAP).		
Copies sent to Agency, NN-W, NNT, NNX, NIA 8/4/95			

SUBJECT	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA ITEM
CVD-8	<u>Capability and Hazard Identification Program (CHIP)</u> . A database which contains information on the hazards jurisdictions are susceptible to, the estimated frequency of <u>occurrence</u> , and capabilities jurisdictions have to deal with emergencies.		
CVD-8-1	Annual Data Base Update	PERMANENT. Transfer annual data base update with documentation to the National Archives.	N1-311-92-6-1
CVD-8-2	Input Records which include CPG 1-35, CPG 1-36, FIPS Codes, and population figures.	Destroy or erase when entered into the data base and verified.	N1-311-92-6-1 and electronic data dictionary Ed Sias and Linda Henry 3-16-93 GRS 20/2076
CVD-8-3	Outputs (excluding CVD-8-1) including both textual and electronic.	Destroy when no longer needed.	N1-311-92-6-12

ELECTRONIC RECORDS		1 SYSTEM TITLE Capability and Hazard Identification Program (CHIP)	
2. PROGRAM OFFICE SL-OE-SD-PS	3. RESPONSIBLE PROGRAM OFFICIAL John Lynch	4 OFFICIAL RESPONSIBLE FOR SYSTEM Al Ranno	
5. PURPOSE OF SYSTEM The CHIP system provides FEMA program staff and senior managers with information on the vulnerabilities and emergency capabilities of communities representing over 90% of the population, to aid in developing, conducting and evaluating Office of Emergency Management programs.			
6. INFORMATION CONTENT The CHIP system is a database that contains information on the hazards that jurisdictions are susceptible to, the estimated frequency of occurrence of these hazards and the capabilities that the jurisdictions have to assist in dealing with emergencies.			
7. INPUTS (Include inputs from other systems) Inputs are from the CPG 1-35 and 1-36 workbooks which are provided to local and State emergency management offices respectively. Other inputs include FIPS codes and population figures from the Bureau of Census.		RECOMMENDED DISPOSITION OF INPUTS Hard copy of inputs are sent to the records center and are entered into the standard. Electronic copies of the system are stored on the system and backed up to magnetic tape.	
8. OUTPUTS (Include outputs to other systems and disks) Outputs of the system are in reports developed and provided to the States, and in numerous special reports and queries developed for management and program officials.		RECOMMENDED DISPOSITION OF OUTPUTS Formal outputs are entered into the standard records retention system. Many outputs are disposed of as working papers.	
9. REMARKS			
10. PREPARER'S NAME Cecil Hines	11. OFFICE SYMBOL SL-OE-SD-PS	12. PHONE NUMBER 646-3115	13. DATE 01/16/92