

## Request for Records Disposition Authority

Records Schedule Number **DAA-0311-2016-0002**  
Schedule Status **Modified Approved Version**

Agency or Establishment **Federal Emergency Management Agency**  
Record Group / Scheduling Group **Records of the Federal Emergency Management Agency**  
Records Schedule applies to **Major Subdivision**  
Major Subdivision **Federal Insurance Mitigation Administration**  
Schedule Subject **Flood Elevation Determination Maps**  
Internal agency concurrences will be provided **No**

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0311-2016-0002

Sequence Number	
1	Flood Elevation Determination Maps Disposition Authority Number: DAA-0311-2016-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Flood Elevation Determination Maps</b></p> <p>Disposition Authority Number      <b>DAA-0311-2016-0002-0001</b></p> <p>The maps are the final products of flood insurance studies conducted by FEMA. The maps are exports in JPG or TIFF format from either raster or vector data. Agency will provide an electronic index to the maps upon transfer. These records are electronic only. FEMA began creating maps electronically in 2004. There may be some analog maps that have not yet been transferred to NARA. Those maps are scheduled as permanent under N1-311-86-1, item 2a4, Flood Elevation Determination Maps.</p> <p>Final Disposition      <b>Permanent</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>No</b></p> <p>Explanation of limitation      These records are electronic only. FEMA began creating maps electronically in 2004. There may be some analog maps that have not yet been transferred to NARA. Those maps are scheduled as permanent under N1-311-86-1, item 2a4, Flood Elevation Determination Maps.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cut off when superseded.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives immediately after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>2010</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown</b> <b>Transfer will be after map is superseded, so it is challenging to estimate the initial transfer of records.</b></p>

How frequently will your agency transfer these records to the National Archives?

Unknown

Transfer will be after map is superseded, so it is challenging to estimate the frequency of transfer.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	400 GB	100 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
03/16/2016	Certify	Richard Mattison	Agency Records Officer	Office of the Chief Administrative Officer - Records Management Division
08/12/2016	Submit for Conurrence	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/23/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/23/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/25/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist