

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0311-2022-0001

Status: APPROVED
Date Approved: 04/12/2024

General Information

Agency or Establishment	Federal Emergency Management Agency
Record/Scheduling Group	0311 - Records of the Federal Emergency Management Agency
Records Schedule Applies To	Agency-wide
Schedule Subject	Mission Training Records
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 13

Number of Temporary disposition items: 11

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0311-2022-0001

Item #	Title	Disposition
0001	FEMA Training Program Subject Files	Permanent
0002	FEMA Training Files : FEMA Training Text Files	Permanent
0003	FEMA Training Files : FEMA Training Notes Files	Temporary
0004	FEMA Training Files : FEMA Training Instruction Files	Temporary
0005	FEMA Training Files : FEMA Training Accreditation Files	Temporary
0006	FEMA Training Files : Training Evaluation and Improvement Files	Temporary
0007	Training Conference Files	Temporary
0008	FEMA Admission Applications and Student Records : FEMA Admission Applications and Student Records	Temporary
0009	FEMA Admission Applications and Student Records : Rejected FEMA Admission Applications	Temporary
0010	FEMA Admission Applications and Student Records : FEMA Student Transcript Records	Temporary
0011	Student Stipend Agreement	Temporary
0012	Summer Shelter Survey Training Records	Temporary
0013	Disaster Employee Training Program Records	Temporary

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Records Schedule Items

DAA-0311-2022-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	FEMA Training Program Subject Files	
Item Description	All major documentation required to administer FEMA training programs, e.g. Emergency Training Center (NETC), including correspondence, policy statements, management reports, and statements of objectives and accomplishments created by supervisors. Arrange alphabetically by subject.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-311-86-001 / 3/A/2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives in 5 year blocks 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration ; Textual data:5 GB	
Date span of the initial transfer	From: --/--/2005 To: --/--/2025	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	No	

Group Title	FEMA Training Files
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Group Description	Documents created in establishing, reviewing, approving, and revising courses of instruction and training packets (courses, workshops, and seminars). Included are courses of instruction on training programs, syllabuses, lesson plans, and documents pertaining to coordinating actions, approvals, revisions, and changes.	
DAA-0311-2022-0001-0002	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	FEMA Training Text Files	
Item Description	Training Texts and Instructions. Record copy of each syllabus, course of instruction, and lesson plan. Arrange alphabetically by name of course.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-311-86-001 / 3/A/3/a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives in 5 year blocks 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration ; Textual data:8 GB	
Date span of the initial transfer	From: --/--/2005 To: --/--/2009	
Frequency of transfer	5	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0311-2022-0001-0003	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	FEMA Training Notes Files	

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Item Description	Drafts, notes, and other working papers.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-311-86-001 / 3/A/3/b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when revised, superseded, or updated	
Retention Period	Destroy 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0311-2022-0001-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	FEMA Training Instruction Files	
Item Description	Instruction on training programs, syllabuses, lesson plans, and documents pertaining to coordinating actions, approvals, revisions, and changes	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-311-86-001 / 3/A/3/c	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	

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Cutoff Instructions	Cut off when revised, superseded, or updated	
Retention Period	Destroy 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0311-2022-0001-0005		
STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	FEMA Training Accreditation Files	
Item Description	Documents developed or compiled as part of the process of achieving a higher education accreditation for a course.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-311-86-001 / 3/A/3/d	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when revised, superseded, or updated	
Retention Period	Destroy 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0311-2022-0001-0006		
STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Training Evaluation and Improvement Files	
Item Description	Documents accumulated in planning, developing, and carrying out projects designed to evaluate ongoing training activities or to develop new training programs, activities, and techniques.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-311-86-001 / 3/A/5	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when revised, superseded, or updated
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0311-2022-0001-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Training Conference Files
Item Description	Documents relating to conferences conducted by FEMA for State, county and municipal officials, community leaders, and leaders of special organizations and associations. The conferences are designed to provide information and instructions that will enable the participants to contribute more effectively to the emergency management efforts of their communities. Included are requests for and notifications of conferences, approvals for special conferences, papers relating to conference arrangements, and conference reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-311-86-001 / 3/A/4/b	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 6 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	FEMA Admission Applications and Student Records	
Group Description	Record copy of each student's application for admittance to an FEMA course (FEMA FF-USFA-21-101 (formerly 199-25-0-1) General Admission Application) along with the course completion information. Arrange alphabetically by course title. This schedule also covers student applications, course completions, competency measures/score, and transcripts records.	
DAA-0311-2022-0001-0008	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	FEMA Admission Applications and Student Records	
Item Description	Applications from students accepted for admission, student course completions, and competency measures/score.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-311-08-002 / 1/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year after acceptance	
Retention Period	Destroy 6 year(s) after cutoff	

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ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0311-2022-0001-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Rejected FEMA Admission Applications	
Item Description	Applications on students NOT accepted for admission.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-311-88-002 / 1/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0311-2022-0001-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	FEMA Student Transcript Records	
Item Description	Student records developed from information provided on admission applications and maintained and used to produce transcripts.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	

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Superseded Items	
Superseded Item	Explanation
N1-311-08-002 / 1/A - Transcripts only	N1-311-08-002 / 1/A - Transcripts only
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Delete 40 years from the start date of training
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0311-2022-0001-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Student Stipend Agreement
Item Description	Original signed copy of Student Stipend Reimbursement (FEMA Form FF-USFA-21-103 (formerly 119-25-3))
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Explanation
N1-311-88-002 / 2	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 6 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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DAA-0311-2022-0001-0012		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Summer Shelter Survey Training Records	
Item Description	A correspondence course for engineering/architecture students. This includes answer cards for each student, final examinations, grade sheets, and lists of qualified students.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-311-89-001 / 1/A	No	
N1-311-89-001 / 1/B	No	
N1-311-89-001 / 1/C	No	
N1-311-89-001 / 1/D	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 3 years old	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0311-2022-0001-0013		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Disaster Employee Training Program Records	

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Item Description	<p>Disaster Employee Training Program Records: Records about planning, assessing, managing and evaluating FEMA’s disaster training programs:</p> <ul style="list-style-type: none"> • Plans, reports and program evaluations • Organizational and occupational needs assessments • Disaster training functional organization structure and similar records • Employee skills assessments • Employee training statistics • Notices about training opportunities, schedules or courses • Authorization, Agreement and Certification of Training (SF-182) and similar records • Registration forms, employee attendance records • Syllabi, presentations, instructor guides, handbooks and lesson plans • Reference and working files on course content • Other materials, such as presentations • Student, class or instructor evaluations
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	05/10/2022
Approve	Colleen Shogan	04/12/2024