

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-311-90-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: **09/29/2021**

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1/a and 2/a are superseded by DAA-0563-2019-0003-0002.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-311-90-1

DATE RECEIVED

11/16/89

NOTIFICATION TO AGENCY

TO: **GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

Federal Emergency Management Agency

2. MAJOR SUBDIVISION

Office of Training

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ed Sias

5. TELEPHONE EXT.

646-2626

DATE

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

*Cut off
12/27/89 Claude J. Lueker*

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
<u>11/15/89</u>	<u>Alfred E. Warner</u>	<u>Records Officer</u>	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>Change FEMA Schedule N1-311-86-1, Item 3A1 to read:</p> <p>National Fire Academy Board of Visitors Files consisting of approved minutes of officially scheduled meetings (usually quarterly), notes, drafts, and working papers.</p> <p>DISPOSITION: <u>Minutes of Meetings. PERMANENT.</u> Cut off at end of calendar year. Retire to FRC 5 years after blocks when 5 years old. cutoff. Transfer to National Archives in 5-year blocks, 20 years after cutoff. old.</p> <p><u>Working Papers.</u> Cut off at end of calendar year. Destroy 5 years after cutoff.</p>		
2	<p>Emergency Management Institute Board of Visitors Files consisting of approved minutes of officially scheduled meetings (usually quarterly), notes, drafts, and working papers.</p> <p>DISPOSITION: <u>Minutes of Meetings. PERMANENT.</u> Cut off at end of calendar year. Retire to FRC 5 years after blocks when 5 years old. cutoff. Transfer to National Archives in 5-year blocks, 20 years after cutoff. old.</p> <p><u>Working Papers.</u> Cut off at end of calendar year. Destroy 5 years after cutoff.</p>		
<p><i>Concur Alfred E. Warner Records Officer 10/31/90</i></p>			