

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-311-02-01	
1. FROM (Agency or establishment) Federal Emergency Management Agency		DATE RECEIVED 11-16-2001	
2. MAJOR SUBDIVISION Federal Insurance and Mitigation Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy Schartel	5. TELEPHONE 202-646-2641	DATE 1-14-03	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
<b>6. AGENCY CERTIFICATION</b> 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 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10/08/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Bladen</i>	TITLE Chief, Records Management Branch Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Change FEMA Manual 5400.2 to include the attached file categories for the National Flood Insurance Program (changes as requested by NARA).		
<i>cc Agency, DR, NWMO, NWMW</i>			

FILE NUMBER	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION	NARA AUTHORITY
FIA-1-1 <del>X</del> 4	<u>Biennial Report</u> Biennial reports related to NFIP community implementation of the program in accordance with 44 CFR 59 22, including memoranda, messages, forms, and other records related to conducting the Biennial Report	Cut off 1 year after requested from communities Retire to FRC 2 years after cutoff Destroy 7 years after cutoff	
FIA-14	<u>Floodplain Management Files</u> Letters, memoranda, messages, evaluations, studies, reports, forms, meeting records, staff position papers, community assistance program and community compliance program files, Community Rating System and task force files, and other records documenting and/or related to the policies and implementation of the NFIP floodplain management regulations including legislation, rules, procedures, accomplishments, decisions, executive orders, and guidance		
FIA-14-1	Correspondence, messages, evaluations, studies, reports, forms, meetings, staff position papers, and other records documenting policy-making decisions related to the NFIP floodplain management regulations, community assistance and community compliance program, and the Community Rating System	PERMANENT Cutoff at close of fiscal year Retire 2 years after cutoff Transfer to National Archives 20 years after cutoff	
FIA-14-2	Correspondence, messages, reports, forms, and other records relating to the implementation of the NFIP floodplain management regulations, community assistance and community compliance program, and the Community Rating System	Cutoff at close of fiscal year Retire to FRC 2 years after cutoff Destroy 10 years after cutoff	
<div style="border: 1px solid black; padding: 2px;"> <p>NOTE: The actual grants for State Support Services and Federal Agency Support Services are filed under PRC-13-3, Non-Disaster Specific Grants.</p> </div>			
FIA-XX	Electronic copies created on electronic mail and word processing systems for all items listed under the FIA schedule	Delete after recordkeeping copy has been produced	
<p>Superseded by job / item number  GRS 5.1, item 020  (DAA-GRS-2016-0016-0002)  Date (MM/DD/YYYY)  GRS Transmittal 28, July 2017</p>			