

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0311-2023-0002

Status: APPROVED
Date Approved: 08/06/2024

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 Subdivision
Major Subdivision	Office of Response and Recovery
Schedule Subject	Community Disaster Loan Files
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: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Records Schedule Number: DAA-0311-2023-0002

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Outline of Records Schedule Items for DAA-0311-2023-0002

Item #	Title	Disposition
0001	Community Disaster Loan Files	Temporary

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Records Schedule Number: DAA-0311-2023-0002

Status: APPROVED
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Records Schedule Items

DAA-0311-2023-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Community Disaster Loan Files	
Item Description	Community Disaster Loan (CDL) files (PL 93288), Section 414; 44 CFR 205, Subpart F; and FEMA Handbook (CR&R-5). Individual CDL's (original copies of CDP promissory notes and funding documents maintained by the Chief Financial Officer) identified by major disaster and applicant ID number. Files include approved community disaster loans, denials of loan applications requests, Federal Community disaster loan correspondence, and applications for loan cancellation.	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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	Superseded Items	
Superseded Item	Item Superseded in Part?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 / 4/C/4/c	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff upon final action on loan, either denial, repayment or cancellation.	
Retention Period	Destroy 10 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
Approve	Colleen Shogan	08/06/2024