

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0311-2024-0004

Status: APPROVED
Date Approved: 05/09/2024

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	Federal Emergency Management Agency Analog Aerial Photographs used for Managing Risk
Additional Schedule Information	<p>FEMA's Office of Response and Recovery provides guidance and support to citizens in saving lives, protecting property, and recovering from all kinds of hazards. The agency uses aerial imagery to assess damage, mitigate risks, and predict damage caused by disasters. This schedule is not intended to cover non-annotated or digitized prints.</p> <p>The United States Geological Service held the physical custody of the records included in this series, while FEMA has maintained legal custody of them to perform mitigating functions. This collection comprises 488 frames of aerial imagery captured after the aftermath of Hurricane Floyd and Charley. Furthermore, this schedule applies to future transfers of aerial photographs that contain valuable information to assist in risk management and safeguarding the public.</p> <p>The aerial photographs are captured using aircraft fitted with mapping cameras, which are then digitized and shared with FEMA. Once scanned, the analog versions are sent to the National Archives. These analog images possess unique qualities and characteristics that make them the only acceptable form for preservation in their original physical form. The records are currently located at USGS/EROLS location in Sau Falls, South Dakota and are available for immediate transfer upon approval of this schedule.</p>
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: 0

Number of Permanent disposition items: 1

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-0311-2024-0004

Item #	Title	Disposition
0001	FEMAs Analog Aerial Photographs	Permanent

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Records Schedule Items

DAA-0311-2024-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	FEMAs Analog Aerial Photographs	
Item Description	This collection includes aerial photographs, prints, finding aids, and negatives of aerial photographs containing fiducial marks that are used to manage risk and safeguard the public	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	New Item citation has not been created	
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	Permanent	
Cutoff Instructions	Cut off when 15 years old	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	N/A	
Current Records Format	Analog maps:30cf	
Approximate first year of records covered by this authority	1999	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/1999 To: 01/01/2004	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Accept	Tony Williams	03/13/2024
Approve	Colleen Shogan	05/09/2024