



## Federal Emergency Management Agency

# TEMPORARY DIRECTIVE TRANSMITTAL

Organization

AR-FM-PS-RM

Date

February 14, 2002

Number

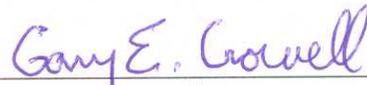
02-01 (T)

## Preservation of Irradiated Documents

1. **Purpose.** This temporary directive transmittal provides guidance for ensuring record-quality material preservation of irradiated paper documents received through the United States Postal Service (USPS) mail system. The USPS is using the irradiation process to eradicate mail contaminated with anthrax spores or other biological agents.
2. **Applicability and Scope.** This temporary directive applies primarily to FEMA organizational elements in headquarters and facilities in the Washington Metropolitan Area. It may also apply to regions, field establishments, disaster field offices, and contractor facilities for mail that is received directly from a Washington, DC postal processing plant or sent to those locations by a FEMA headquarters organizational element.
3. **Damage Caused by Irradiation.** The irradiation process causes physical damage to paper documents, such as making them brittle, turning them yellow or brown, leaving burn marks, melting plastic windows on envelopes, causing multiple page documents to stick together, and causing ink(s) to bleed from one page to the back of another.
4. **Records Preservation Procedures.**
  - a. Any damaged paper documents received by FEMA that generates an action item or task to perform official Agency business or requires a response is considered a FEMA record. To protect and maintain such records, you are asked to **copy** the document and annotate on the bottom or back of the copy the date the copy was made, indicate that the original was damaged in the mail, file the new copy with the appropriate record copy of the response, and discard the damaged original.
  - b. Irradiated paper documents that are not Agency records, i.e., those that are informational in nature, or do not require an action or response, should be retained as needed. For ease of handling and use, any such document used for reference purposes may be copied in accordance with the guidance in paragraph 3a above and should be maintained in accordance with the guidance in FEMA Manual 5400.2, Records Management Files Maintenance and Disposition.

Distribution: J(AllPersHQFld, Including DAE's at DFO's  
and Disaster Fixed Sites)

5. **Point of Contact.** Direct any questions or concerns to the Records Management Section chief and FEMA Records Officer at [muriel.anderson@fema.gov](mailto:muriel.anderson@fema.gov) or at 202-646-2641. You may also contact Records Management staff members Tammy Schartel at [tammy.schartel@fema.gov](mailto:tammy.schartel@fema.gov) or at (202) 646-2641, or Rick Beach at [rick.beach@fema.gov](mailto:rick.beach@fema.gov) or at (202) 646-2632.
6. **Directive Subject Classification.** When this guidance becomes permanent Agency policy and procedure, it will be incorporated into FEMA Manual 5400.2, Records Management Files Maintenance and Disposition.
7. **Expiration Date:** The provisions of this temporary directive will expire February 2003.



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