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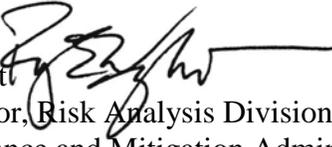
May 25, 2011

Procedure Memorandum No. 62

Amending the Guidelines and Standards for Flood Hazard Mapping Partners

Title: Technical Support Data Notebook (TSDN) submittal and Flood Elevation Determination Docket (FEDD) File Review Protocol for Mapping Projects

Effective Date: **August 2, 2011** - Post Preliminary mapping projects for which Letters of Final Determination (LFD) will be issued on or after August 2, 2011.

Approval: Roy E. Wright 
Acting Director, Risk Analysis Division
Federal Insurance and Mitigation Administration

Background: In order to support future flood study updates, FOIA requests, Congressional inquiries, and governmental policy making, mapping partners are required to submit TSDN's and FEDD Files to FEMA in a timely fashion to ensure that the technical data and official correspondence are correctly archived.

Issues: TSDNs and FEDD Files are submitted with inconsistent timing and quality. Further, there is a lack of clarity provided to mapping partners regarding their roles and responsibilities in mapping project documentation.

Actions Taken: This memorandum reemphasizes the importance of timely and complete submission of study data and assists mapping partners with a TSDN checklist. The memorandum further reiterates and clarifies mapping partner responsibilities to ensure that all TSDNs and FEDD Files are accurate and complete.

Supersedes/Amends: This memo does not supersede or amend existing guidance.

Attachments: Procedure Memorandum 62, Distribution List, TSDN Checklist, FEDD File Checklist

Distribution List (electronic distribution only):

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