

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Environmental Protection Agency	
2 MAJOR SUBDIVISION Office of Inspector General	
3 MINOR SUBDIVISION Office of Management	
4 NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-260-1324

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-412-02-1</i>	
DATE RECEIVED <i>2-22-2002</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>8-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>

6. AGENCY CERTIFICATION
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 2 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,

is not required; is attached; or has been requested.

DATE 2/8/2002	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>Chris O'Donnell</i>	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached U.S. EPA 699 - Management Assessment Reviews and Program Evaluation		
<i>cc Agency NWML</i>			

DRAFT OF 11/26/01

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Management Assessment Reviews and Program Evaluations

PROGRAM: Inspector General

EPA SERIES NO: 699

AGENCY FILE CODE: INSP 699

NARA DISPOSAL AUTHORITY: Pending
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Consists of:

- a. Record copy of reports and related documents of internal reviews of the Office of Inspector General (OIG) procedures or programs for economy, efficiency, and compliance with OIG policies and professional standards.
- b. Electronic versions created with electronic mail and word processing systems.

ARRANGEMENT:

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information

MEDIUM:

Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:

Program management and oversight

SPECIFIC LEGAL REQUIREMENTS:

None

EPA SERIES NO. 699

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Disposable

b. Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS:

a. Break file after inspection is completed.

b. See disposition instructions

DRAFT

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 3 years after file break, then retire to FRC. Destroy when 8 years old.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition for item a previously approved by the National Archives. Disposition for item b has been added.

AGENCY-WIDE GUIDANCE: Series formerly called Inspection of Procedures or Programs.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Office of Inspector General

Location: Waterside Mall

Inclusive Dates: 1994-present

Volume on Hand (Feet): 7

Annual Accumulation: 2 ft.
(feet or inches)

CONTACT POINT:

Name: Melissa Heist

Mail Code: 2450

Telephone: 202-260-1479

Office: Office of Management

Room: NE 3708

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-14, NC1-412-83-3/3, N1-412-86-4/3

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		11/4/93	11/26/01