

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

| LEAVE BLANK (NARA use only) | |
|---|--|
| JOB NUMBER <i>71-412-02-5</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>5/7/02</i> | ARCHIVIST OF THE UNITED STATES WITHDRAWN |

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 <i>2/8/2002</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris O'Donnell</i> | TITLE Agency Records Officer |
|-------------------------|--|---------------------------------|

| 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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10.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| | See attached U.S. EPA 704 - Personnel Security Clearance Files | | WITHDRAWN |

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DRAFT OF 11/26/01

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Personnel Security Clearance Files

PROGRAM: Personnel

EPA SERIES NO: 704

AGENCY FILE CODE: INSP 704

NARA DISPOSAL AUTHORITY: Pending

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Consists of a record of investigations of personnel employed by, or seeking employment with the Agency, or whose relationship with the Agency requires a security clearance. Files also consist of suitability information for public trust positions.

- a. Record copy of case files documenting the investigations of Federal employees and applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for EPA under contract, who require an approval before having access to Government facilities or to sensitive material.
- b. Record copy of investigative reports and related papers furnished to EPA by investigative organizations for use in making security/suitability determinations.
- c. Electronic versions created with electronic mail and word processing systems.

ARRANGEMENT: Arranged alphabetically by employee name.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:

MEDIUM:
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Personnel administration

SPECIFIC LEGAL REQUIREMENTS:
5 CFR, Administrative Personnel, Part 731, 732, and 736

EPA SERIES NO. 704

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS:

- a-b. Break file upon separation or transfer of employee.
c. See disposition instructions.

DISPOSITION INSTRUCTIONS:

- a. Keep inactive materials in office 3 years after file break, then destroy.
b. Keep inactive materials in office 2 years after file break, then destroy.
c. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Files are maintained and updated periodically for security purposes until employee is transferred or separated from the Agency. Retention meets the administrative needs of the office.

AGENCY-WIDE GUIDANCE: Personnel Security Clearance Status Files are scheduled as EPA 705.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Administration & Resources Management

Location: Waterside Mall

Inclusive Dates: 1980-present

Volume on Hand (Feet): 107

Annual Accumulation: 2 ft.
(feet or inches)

CONTACT POINT:

Name: Brenda Stewart

Mail Code: 2441

Telephone: 202-260-1361

Office: Human Resources & Organizational Services

Room: NE3202

CONTROL INFORMATION:

RELATED ITEMS: EPA 705

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC-412-75-3/17, NC1-412-76-11, N1-412-86-4/12

| Approval Date EPA | Approval Date NARA | Entry Date | Last Modified |
|-------------------|--------------------|------------|---------------|
| | | 11/5/93 | 11/26/01 |