

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 Environmental Information	
3. MINOR SUBDIVISION Collection Strategies Division	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-412-03-4</i>	
DATE RECEIVED <i>12-3-2002</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>4-8-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 4 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 11/26/2002	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 GRS OR SUPERSEDED JOB CITATION	10.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 199 - Information Collection Requests and Reports <i>cc Agency, NR, NWRW</i>		

U.S. EPA RECORDS SCHEDULE 199

DRAFT: 11/4/02

SERIES TITLE:

Information Collection Requests and Reports

PROGRAM:

Environmental Information

EPA SERIES NO:

199

AGENCY FILE CODE:

POLI 199

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Headquarters

DESCRIPTION:

Includes records relating to the Information and Collection Requests submissions and the Information Collection Budget Reports submitted to the Office of Management and Budget (OMB).

DISPOSITION INFORMATION:

a. Record copy of information collection budget reports which are submitted annually to the OMB and then to Congress, including responses to OMB's request for information, narrative report and the verification of OMB data
Disposable. Break file after submission of annual report to OMB. Keep inactive materials in office 1 year after file break, then retire to FRC. Destroy 5 years after file break.

b. Record copy of information collection requests which are submitted to OMB for approval, including OMB Form 83-I, correspondence, memoranda, statistics, comments, and other records relating to the justification of the information collection and its approval by the Agency and OMB
Disposable. Break file on approval or disapproval of request. Keep inactive materials in office 3 years after file break, then retire to FRC. Destroy 7 years after file break.

c. Electronic copies created with word processing and electronic mail applications
Disposable. Delete when record copy is generated.

ARRANGEMENT:

Arranged numerically.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

None

MEDIUM:

Paper, electronic

FUNCTIONS SUPPORTED:

Regulatory development

SPECIFIC LEGAL REQUIREMENTS:

Federal Reports Act of 1942, 44 U.S.C. 3501-3511
Federal Records Act of 1950, 44 U.S.C. 2101 et seq.
OMB Circular A-40
Paperwork Reduction Act of 1980, 44 U.S.C. 3501, et seq.

REASONS FOR DISPOSITION:

Records were originally scheduled as part of item a of N1-412-87-4/25 and rescheduled as N1-412-96-2. This revision adds the information collection budget report which is submitted to OMB annually.

AGENCY-WIDE GUIDANCE:

Disposition is to be implemented by OEI. Programs preparing the request should include their copies as part of their program management files, EPA 006, and apply the disposition appropriate to those files (generally 5 years). The Reports Clearance File is scheduled as EPA 198. The Paperwork Reduction Act Management System (PRAMS) is covered by EPA 090.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**CONTROLLING UNIT:****Name:**

Office of Environmental Information

Location:

EPA West

Inclusive Dates:**Volume on Hand (Feet):**

54

Annual Accumulation (feet or inches):

3 ft.

CONTACT POINT:**Name:**

Richard Westlund and Susan Auby

Mail Code:

2822T

Telephone:

202-566-1682 and 202-566-1672

Office:

Collection Strategies Division

Room:**RELATED ITEMS:**

EPA 006, EPA 090, EPA 198

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:

N1-412-87-4/25a, N1-412-96-2

Approval Date EPA:

Approval Date NARA:

Entry Date:

9/21/92

Last Modified:

11/4/02