

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U. S. Environmental Protection Agency	
2. MAJOR SUBDIVISION Multiple Divisions	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER  Chris O'Donnell	5. TELEPHONE  202-566-1669

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>71-412-04-5</i>	
DATE RECEIVED <i>3-11-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>8/24/04</i>	ARCHIVIST OF THE UNITED STATES <i>Les Bellard to John Carter</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 <i>3/9/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris O'Donnell</i>	TITLE <del>Chris O'Donnell</del> 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	EPA - 145 Program Development Files		
<i>cc Agency NR NWMD NWET</i>			

**This schedule is under development and MAY NOT be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.**

# EPA Records Schedule 145

**Development:** 04/05/2004

**Title:** Program Development Files

**Program:** All Programs

**Applicability:** Agency-wide

**Agency File Code:** PROG 145

**NARA Disposal Authority:**

- Pending

**Description:**

Consists of records related to the development of environmental policies and programs. Records consist of correspondence, briefing books and papers, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, published and unpublished directives and policy guidance documents, and related records that document the development of environmental programs, program priorities and objectives, program evaluation and planning, and similar topics.

**Disposition Instructions:**

**Item a:** Record

- Permanent
- Break file at the end of the activity, project, or topic. If the record is paper, retire to a certified records center 2 years after file break and transfer to the National Archives when 20 years old. If the record is electronic, transfer to the National Archives when 20 years old.

**Item b:** Electronic copies created with word processing and electronic mail applications

- Disposable
- Delete when record copy is generated or when no longer needed for updating or revision.

**Arrangement:** Arrangement varies.

**Type of Records:** Case files

**Format:** Electronic, Paper

**Functions Supported:** Program and Project Management

**Specific Restrictions:**

- None

**Specific Legal Requirements:**

- None

**Reasons for Disposition:**

This item combines N1-412-94-4/3 (EPA 126) for regional offices and N1-412-94-6/2 (EPA 143) for headquarters. The disposition for the record copy is unchanged.

**Agency-wide Guidance:**

When the records are retired, they should be kept in the same arrangement, insofar as possible, as when they were used by the person who created and maintained them under the archival principal of provenance.

This item covers the program development subject files which are generally held by officials holding the following offices: EPA Administrator, Deputy Administrators, Assistant and Associate Administrators, General Counsel, Inspector General, Administrative Law Judge, Headquarters Office Directors, Regional Administrators, Deputy and Assistant Regional Administrators, Regional Division Directors, Regional Branch and Section Chiefs, and equivalent positions. Background and supporting information maintained in other offices should be pulled together and retired as a unit with the material for the above-named officials.

These files contain materials documenting the development of new programs, major shifts in the focus of existing programs, and new initiatives. Records that document the ongoing management of the program should be disposed of in accordance with EPA 006. Routine administrative materials should be disposed of in accordance with the NARA General Records Schedules or EPA 110. The record copy of published directives and policy guidance documents are covered in EPA 007. Pilot Projects are covered in EPA 099.

**Program Office Guidance:**

This item also includes the following types of documents for the Office of Research and Development: Research Program Management Files and Planned Program Accomplishments, Project Descriptions, and Output Plans.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 006, EPA 007, EPA 099, EPA 110

**Previous NARA Disposal Authority:**

NC1-412-76-1/I/1, NC1-412-76-3/1a, NC1-412-76-15/2, NC1-412-78-2/3 and 4, NC1-412-85-2/2,  
NC1-412-85-3/3, NC1-412-85-4/3, NC1-412-85-6/3, NC1-412-85-7/3, NC1-412-85-10/3,  
NC1-412-85-12/3, NC1-412-85-13/3, NC1-412-85-14/3, NC1-412-85-15/1a, NC1-412-85-16/3,  
NC1-412-85-19/1, NC1-412-85-22/7a and 24a, NC1-412-85-24/51, N1-412-86-1/3, N1-412-86-3/3,  
N1-412-87-2/3, N1-412-87-4/3, N1-412-87-5/3, N1-412-94-4/3, N1-412-94-6/2

**EPA Approval Date:** Pending

**NARA Approval Date:** Pending

**Entry Date:** 09/17/2003

**Last Modified Date:** 04/05/2004

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## EPA Records Schedule 145

**Development:** 03/01/2004

**Title:** Program Development Files

**Program:** All Programs

**Applicability:** Agency-wide

*Superseded by version dated 4-6-2004*

**Agency File Code:** PROG 145

**NARA Disposal Authority:**

- Pending

*DFB 4/12/04*

### Description:

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**Custodians:**

Office of Environmental Information, Office of Information Technology Operations and Planning  
(Washington, D.C.)

- **Contact:** Bonnie Powell
- **Mail Code:**
- **Telephone:** 202-566-1737
- **Location:**
- **Inclusive Dates:**
- **Volume on Hand:**
- **Annual Accumulation:**

Office of Enforcement and Compliance Assurance, National Environmental Investigations Center  
(Denver)

- **Contact:** Kaye Mathews
- **Mail Code:**
- **Telephone:** 303-462-9011
- **Location:**
- **Inclusive Dates:**
- **Volume on Hand:**
- **Annual Accumulation:**

**Related Schedules:**

EPA 006, EPA 007, EPA 099, EPA 110

**Previous NARA Disposal Authority:**

NC1-412-76-1/I/1, NC1-412-76-3/1a, NC1-412-76-15/2, NC1-412-78-2/3 and 4, NC1-412-85-2/2, NC1-412-85-3/3, NC1-412-85-4/3, NC1-412-85-6/3, NC1-412-85-7/3, NC1-412-85-10/3, NC1-412-85-12/3, NC1-412-85-13/3, NC1-412-85-14/3, NC1-412-85-15/1a, NC1-412-85-16/3, NC1-412-85-19/1, NC1-412-85-22/7a and 24a, NC1-412-85-24/51, N1-412-86-1/3, N1-412-86-3/3, N1-412-87-2/3, N1-412-87-4/3, N1-412-87-5/3, N1-412-94-4/3, N1-412-94-6/2

**EPA Approval Date:** Pending

**NARA Approval Date:** Pending

**Entry Date:** 09/17/2003

**Last Modified Date:** 03/01/2004



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

MAR 11 2004

OFFICE OF  
ENVIRONMENTAL INFORMATION

Yvonne Wilson  
National Archives and Records Administration  
Office of Modern Records Programs  
Life Cycle Management Division (NWML)  
8601 Adelphi Road, Room 5320  
College Park, MD 20740-6001

Dear Ms. Wilson:

Enclosed is an SF-115 submission for records schedule Environmental Protection Agency (EPA) 145. This schedule covers electronic and paper records. To assist with your review, I have included an attachment that gives an explanation of the schedule fields.

Please review the schedule and if you have any questions, please contact me at (202) 566-1669. Correspondence regarding this schedule submission should be sent to the following address:

U.S. Environmental Protection Agency  
National Records Management Program  
Mail Code 2822T  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460.

I look forward to working with you and your staff during the schedule review process. We appreciate your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Chris O'Donnell".

Chris O'Donnell  
Agency Records Officer

Enclosures