

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-412-06-4</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-17-2006</i>	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Research and Development			
3. MINOR SUBDIVISION National Exposure Research Laboratory			
4. NAME OF PERSON WITH WHOM TO CONFER Constance Downs	5. TELEPHONE 202-566-1640	DATE <i>1/21/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alle Wandt</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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12/21/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Constance Downs</i> Constance Downs		TITLE Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	EPA 720 - EPIC Aerial Photographs		

cc Agency NINE DUES

EPA Records Schedule 720

Status: Final, 02/29/2008

Title: EPIC Aerial Photographs

Program: Research and Development

Applicability: Environmental Photographic Interpretation Center (EPIC)

Function: 108 - Environmental Management

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-06-4

Description:

The EPIC aerial photographic collection consists of photographs acquired from various sources such as NOAA, USGS, and local governments as well as those taken for EPA as part of overflight of sites being studied. Photographs are in roll, cut frames, and digital form. The collection consists of 5,500 rolls and over 150,000 cut frames of imagery dated from 1930 to the present. The digital images are being created as part of an ongoing internal project.

Also includes analytical reports consisting of approximately 6,000 photo analysis reports, including aerial prints as well as overlays.

Also includes indexes and a database containing report metadata.

Disposition Instructions:

Item a(1): Photographic collection - Nonelectronic

Includes roll film and cut frames.

- **Permanent**
- Close file upon conclusion of EPA's business needs.

- Transfer to the National Archives after file closure in accordance with 36 CFR 1228.268.

Item a(2): Photographic collection - Electronic

Includes digital images.

- **Permanent**
- Transfer to the National Archives every 5 years, with any related documentation and external finding aids, in accordance with 36 CFR 1228.270 or standards applicable at the time.

Item a(3): Photographic collection - Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is transferred to the National Archives.

Item b(1): Analytical reports - Nonelectronic

- **Permanent**
- Close file upon conclusion of EPA's business needs
- Transfer to the National Archives after file closure.

Item b(2): Analytical reports - Electronic

- **Permanent**
- Transfer to the National Archives every 5 years, with any related documentation and external finding aids, in accordance with 36 CFR 1228.270 or standards applicable at the time.

Item b(3): Analytical reports - Electronic copy of records transferred to the National Archives

- **Disposable**

- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

Item c(1): Indexes - Nonelectronic

Includes paper map indexes with overlays.

- **Permanent**
- Close file upon conclusion of EPA's business needs.
- Transfer textual records to the National Archives after file closure.

Item c(2): Indexes - Electronic

Includes database tracking system(s) with documentation.

- **Permanent**
- Transfer to the National Archives every 5 years, with any related documentation and external finding aids, in accordance with 36 CFR 1228.270 or standards applicable at the time.

Item c(3): Indexes - Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

Guidance:

This schedule covers a unique, program-specific collection used by EPA to produce analytical reports. Copies of aerial photographs maintained in other offices as part of a related series (e.g., Superfund remedial site files), are to be retired according to the disposition requirements of the related series.

Reference copies may be destroyed when no longer needed to support current activities.

Reasons for Disposition:

N1-412-01-4 has been rewritten to account for all versions in any media format of reports, images, and indexes.

The following changes were made in the 02/29/2008 version:

- Divided items a-c into three subitems, a(1)-(3) - c(1)-(3).
- Revised the titles of disposition items a(1)-(3) - c(1)-(3).
- Revised the disposition instruction for item a(3), b(3) and c(3).

The following items were changed 08/09/2006:

- Item c - Image Report Locator database and documentation and item d - Record copy of indexes were combined into item c - Record copy of indexes, including database tracking system(s) with documentation as well as paper map indexes with overlays.
- Item e for electronic copies of reports and indexes created with word processing and electronic mail applications was deleted pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Research and Development, National Exposure Research Laboratory

- **Contact:** Donald Garofalo
- **Telephone:** 703-648-4285

Related Schedules:

Previous NARA Disposal Authority:

N1-412-01-4

Entry: 05/09/1997

EPA Approval: 12/29/2005

NARA Approval: 11/09/2006

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 720

Status: Development, 09/19/2005

Title: EPIC Aerial Photographs

Program: Research and Development

Applicability: Environmental Photographic Interpretation Center (EPIC)

NARA Disposal Authority:

- Pending

Description:

The EPIC aerial photographic collection consists of photographs acquired from various sources such as NOAA, USGS and local governments as well as those taken for EPA as part of overflight of sites being studied. Photographs are in roll, cut frames and digital form. The collection consists of 5,500 rolls and over 150,000 cut frames of imagery dated from 1930 to the present. The digital images are being created as part of an ongoing internal project.

Also includes analytical reports consisting of approximately 6,000 photo analysis reports, including aerial prints as well as overlays.

Also includes indexes containing report metadata.

As these records may be maintained in different media and formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

Disposition Instructions:

Item a: Photographic collection that includes roll film and cut frames as well as digital images.

- Permanent
- Transfer roll film and cut frames to NARA upon conclusion of EPA's business needs in accordance with 36 CFR 1228.268. Transfer digital image data with documentation to NARA every five years in accordance with 36 CFR 1228.270.

*Superseded by version
dated August 9, 2006*

Item b: Record copy of analytical reports in both hardcopy and electronic form.

- Permanent
- Transfer textual records to National Archives upon conclusion of EPA's business needs. Transfer electronic records with documentation to NARA every five years in accordance with 36 CFR 1228.270

Item c: Record copy of indexes including database tracking system(s) with documentation as well as paper map indexes with overlays.

- Permanent
- Transfer textual records to National Archives upon conclusion of EPA's business needs. Transfer electronic records with documentation to NARA every five years in accordance with 36 CFR 1228.270

Item d: Duplicate electronic copies of reports and indexes created with word processing and electronic mail applications used solely to generate a record keeping copy for the file.

- Temporary
- Delete when record copy is generated or when no longer needed for reference or updating.

Guidance:

Copies of aerial photographs maintained in other offices as part of a related series (e.g., Superfund remedial site files), are to be retired according to the disposition requirements of the related series.

Aerial photos maintained in other offices and used for multiple purposes relating to EPA's programmatic activities are covered by EPA 711 - Mission-Related Photographs. It should be noted that EPA 720 - EPIC Aerial Photographs is a unique, program specific collection used by EPA to produce analytical reports.

Reference copies may be destroyed when no longer needed to support current activities.

To facilitate the migration and preservation of permanently valuable electronic records, NARA encourages agencies to transfer copies of such records directly to NARA as soon as possible, specifically, every five years or less.

Reasons for Disposition:

N1-412-01-4 has been rewritten to account for all versions in any media format of reports, images and indexes. This revision of EPA Records Schedule 720 supersedes N1-412-01-4.

Custodians:

Office of Research and Development, National Exposure Research Laboratory

- **Contact:** Donald Garofalo
- **Telephone:** 703-648-4285

Related Schedules:

EPA 711

Previous NARA Disposal Authority:

N1-412-01-4

Entry: 05/09/1997

EPA Approval: Pending

NARA Approval: Pending



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 720

Status: Development, 09/19/2005

Title: EPIC Aerial Photographs

Program: Research and Development

Applicability: Environmental Photographic Interpretation Center (EPIC)

NARA Disposal Authority:

- Pending

Description:

The EPIC aerial photographic collection consists of photographs acquired from various sources such as NOAA and USGS, as well as those taken for EPA as part of overflight of sites being studied. Photographs are in roll and cut frames. The collection consists of over 150,000 frames of imagery dated from 1930 to the present.

Also includes analytical reports consisting of approximately 6,000 photo analysis reports, including aerial prints as well as overlays.

Also includes indexes and a database containing report metadata.

Disposition Instructions:

Item a: Photographic collection

- Permanent
- Break file at the end of the remote sensing program. Keep inactive materials in office 5 years after file break, then retire to a certified records center. Transfer to the National Archives 30 years after file break.

Item b: Record copy of analytical reports

- Permanent
- Break file at the end of the remote sensing program. Keep inactive materials in office 5 years after file break, then retire to a certified records center with item a. Transfer to the National Archives 30 years

after file break.

Item c: Image Report Locator database and documentation

- Permanent
- Transfer to NARA with item b in a format as specified in 36 CFR 1228.270 or standards applicable at the time.

Item d: Record copy of indexes

- Permanent
- Break file at the end of the project. Keep inactive materials in office 5 years after file break, then retire to a certified records center with item a. Transfer to the National Archives 30 years after file break.

Item e: Electronic copies of reports and indexes created with word processing and electronic mail applications

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

Guidance:

Copies of aerial photographs maintained in other offices as part of a related series (e.g., Superfund remedial site files), are to be retired according to the disposition requirements of the related series.

Aerial photos maintained in other offices and used for multiple purposes relating to EPA's programmatic activities are covered by EPA 711 - Mission-Related Photographs.

Reference copies may be destroyed when no longer needed to support current activities.

Reasons for Disposition:

N1-412-01-4 has been revised to include item c for the Image Report Locator database containing metadata for the analytical report.

Custodians:

Office of Research and Development, National Exposure Research Laboratory

- **Contact:** Donald Garofalo
- **Telephone:** 703-648-4285

Related Schedules:

EPA 711

Previous NARA Disposal Authority:

NA-412-01-4

Entry: 05/09/1997

EPA Approval: Pending

NARA Approval: Pending

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Last updated on Friday, October 28th, 2005

URL: <http://intranet.epa.gov/records/schedule/devel/720.htm>



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

DEC 29 2005

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 720 - EPIC Aerial Photographs. This schedule covers electronic, paper and photographic records. To assist with your review, an explanation of the schedule fields is available on the EPA Web site at:

<http://www.epa.gov/records/policy/schedule/explan.htm>

Please review the schedule and if you have any questions, please contact me at (202) 566-1640. 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,


Constance Downs
Acting Agency Records Officer

Enclosures

This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 720

Status: Draft, 08/09/2006

Title: EPIC Aerial Photographs

Program: Research and Development

Applicability: Environmental Photographic Interpretation Center (EPIC)

Function: 108 - Environmental Management

NARA Disposal Authority:

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- N1-412-06-4

Description:

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Also includes analytical reports consisting of approximately 6,000 photo analysis reports, including aerial prints as well as overlays.

Also includes indexes and a database containing report metadata.

Disposition Instructions:

Item a: Photographic collection, including roll film, cut frames, and digital images

- Permanent
- Transfer roll film and cut frames to the National Archives upon conclusion of EPA's business needs in accordance with 36 CFR 1228.268. Transfer digital

*Superseded by
2/29/08 version*

image data with documentation to the National Archives every 5 years in accordance with 36 CFR 1228.270.

Item b: Record copy of analytical reports.

- Permanent
- Transfer textual records to the National Archives upon conclusion of EPA's business needs. Transfer electronic records with documentation to the National Archives every 5 years in accordance with 36 CFR 1228.270.

Item c: Record copy of indexes, including database tracking system(s) with documentation as well as paper map indexes with overlays

- Permanent
- Transfer textual records to the National Archives upon conclusion of EPA's business needs. Transfer electronic records with documentation to the National Archives every 5 years in accordance with 36 CFR 1228.270.

Guidance:

This schedule covers a unique, program-specific collection used by EPA to produce analytical reports. Copies of aerial photographs maintained in other offices as part of a related series (e.g., Superfund remedial site files), are to be retired according to the disposition requirements of the related series. Aerial photos maintained in other offices and used for multiple purposes relating to EPA's programmatic activities are covered by EPA 711 - Mission-Related Photographs.

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Custodians:

Office of Research and Development, National Exposure Research Laboratory

- **Contact:** Donald Garofalo
- **Telephone:** 703-648-4285

Related Schedules:

EPA 711

Previous NARA Disposal Authority:

N1-412-01-4

Entry: 05/09/1997

EPA Approval: 12/29/2005

NARA Approval: Pending