

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-412-06-5</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Constance Downs	5. TELEPHONE  202-566-1640	DATE <i>6/23/06</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>12/29/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Constance Downs		TITLE Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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 111 Calendars, Schedules , and Logs of Daily Activities		

*cc Agency, NR, NWMB, NWMW*

# EPA Records Schedule 111

**Status:** Final, 02/01/2007

**Title:** Calendars, Schedules, and Logs of Daily Activities

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 401 - Administrative Management

**NARA Disposal Authority:**

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

- N1-412-06-5

**Description:**

Consists of calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of federal employees while serving in an official capacity.

**Disposition Instructions:**

**Item a:** Senior officials and assistants to those officials

Includes substantive information relating to official activities when not incorporated into memoranda, reports, correspondence or other records included in the official files.

- **Permanent**
- Close at end of calendar year.
- Transfer to the National Archives 5 years after file closure. If electronic, transfer data and documentation to the National Archives in a format as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item b:** Other federal employees

Includes substantive information relating to official activities when not been incorporated into official files.

- **Disposable**
- Close at end of calendar year.

- Destroy 2 years after file closure.

**Item c: Routine materials**

Includes no substantive information regarding the daily activities of any Agency officials; or records of any federal employees containing substantive information, when not incorporated into official files.

- **Disposable**
- Close at end of calendar year.
- Destroy when no longer needed.

**Guidance:**

Senior officials at headquarters include:

- Administrators and Deputy Administrators, Assistant and Associate Administrators, Chiefs of Staff and Deputy Chiefs of Staff, Environmental Appeals and Administrative Law Judges, General Counsels and Associate General Counsels, Inspectors General and Assistant Inspectors General, Chief Financial Officers and Deputy Chief Financial Officers, Comptrollers and Deputy Comptrollers, and equivalent, including other officials when acting in those capacities.
- Office Directors and Deputy Office Directors, and equivalent, including other officials when acting in those capacities.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

Senior officials in the regions include:

- Regional Administrators, Deputy and Assistant Regional Administrators, Regional Counsels and Deputy Regional Counsels, and equivalent, including other officials when acting in those capacities.
- Office Directors and Deputy Office Directors, Division Directors and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

Senior officials in the laboratories include:

- Laboratory Directors, Associate Laboratory Directors, and equivalent, including other officials when acting in those capacities.
- Division and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

If the record copy of the calendar is maintained in paper format, the Lotus Notes "calendar list" format is recommended for printing. If the calendar of a senior official is maintained electronically, a copy may be transferred to the National Archives earlier, e.g., at the end of each calendar year. If an electronic copy is sent to NARA before the end of the approved retention period, the submitting office is still responsible for maintaining a record copy for the entire approved retention period.

Portions of calendars that do not pertain to official Agency business may be personal papers. Personal items may be redacted prior to submittal. For instructions on determining whether a specific item is a

record or a personal paper, see Agency and Federal guidance.

**Reasons for Disposition:**

Generally conforms to GRS 23/5. Records of senior Agency officials were previously appraised as permanent by the National Archives. Retention period for records of senior officials has been decreased from 20 to 5 years to ensure a more timely transfer to the National Archives.

Item d for electronic copies created with word processing and electronic mail applications deleted 09/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

**Previous NARA Disposal Authority:**

GRS 23/5, N1-412-86-2/2, N1-412-94-2/17

**Entry:** 08/19/1991

**EPA Approval:** 12/29/2005

**NARA Approval:** 06/23/2006

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 111

**Status:** Development, 12/28/2005

**Title:** Calendars, Schedules, and Logs of Daily Activities

**Program:** All Programs

**Applicability:** Agency-wide

**NARA Disposal Authority:**

- Pending

## Description:

Consists of calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of federal employees while serving in an official capacity.

## Disposition Instructions:

**Item a:** Records of senior officials and assistants to those officials containing substantive information relating to official activities, the substance of which has not been incorporated into memoranda, reports, correspondence or other records included in the official files

- Permanent
- Close file at the end of the calendar year. Transfer to the National Archives 5 years after file closure. If electronic, transfer data and documentation to the National Archives in a format as specified in 36 CFR 1228.70 or standards applicable at the time.

**Item b:** Records of other federal employees (other than senior officials and their assistants), containing substantive information relating to official activities, the substance of which has not been incorporated into official files

- Disposable
- Close file at the end of the calendar year. Destroy 2 years after file closure.

**Item c:** Routine materials containing no substantive information regarding the daily activities of any Agency officials, or records of any federal employees containing substantive information, the substance of which has been incorporated into official files

- Disposable
- Close file at the end of the calendar year. Destroy when no longer needed.

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

SUPERSEDED  
BY VERSION OF  
02/01/2007  
(See e-mail  
of 3/20/2007)

- Disposable
- Destroy when record copy is generated.

**Guidance:**

Senior officials at headquarters include:

- Administrators and Deputy Administrators, Assistant and Associate Administrators, Chief of Staff and Deputy Chief of Staff, Environmental Appeals and Administrative Law Judges, General Counsels and Associate General Counsels, Inspectors General and Assistant Inspectors General, Chief Financial Officer and Deputy Chief Financial Officer, Comptroller and Deputy Comptroller, and equivalent, including other officials when acting in those capacities. Also includes Special Assistants (e.g., Staff Assistants and Staff Directors) to the previously named officials.
- Office Directors and Deputy Office Directors, and equivalent, including other officials when acting in those capacities.

Senior officials in the regions include:

- Regional Administrators, Deputy and Assistant Regional Administrators, Regional Counsel and Deputy Regional Counsels, and equivalent, including other officials when acting in those capacities. Also includes Special Assistants (e.g., Staff Assistants and Staff Directors) to the previously named officials.
- Office Directors and Deputy Office Directors, Division Directors and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.

Senior officials in the laboratories include:

- Laboratory Directors, Associate Laboratory Directors, and equivalent, including other officials when acting in those capacities. Also includes Special Assistants (e.g., Staff Assistants and Staff Directors) to the previously named officials.
- Division and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.

If the record copy of the calendar is maintained in paper format, the Lotus Notes "calendar list" format is recommended for printing. If the calendar of a senior official is maintained electronically, a copy may be transferred to the National Archives earlier, e.g., at the end of each calendar year. If an electronic copy is sent to NARA before the end of the approved retention period, the submitting office is still responsible for maintaining a record copy for the entire approved retention period.

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**Custodians:**

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**Related Schedules:**

**Previous NARA Disposal Authority:**

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**Entry:** 08/19/1991

**EPA Approval:** Pending

**NARA Approval:** Pending