

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-412-06-9</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-24-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>1/20/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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>1/20/06</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 GRS OR SUPERSEDED JOB CITATION	10.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 250 Publications and Promotional Items	N1-412-94-2/36	

*cc Agency NR NWMO, NUNE, DWMW*

# EPA Records Schedule 250

**Status:** Final, 02/29/2008

**Title:** Publications and Promotional Items

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 305-109-02-04 - Provide Public Information, Education and Outreach

## **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.

- N1-412-06-9

## **Description:**

Files consist of general and technical literature and promotional items along with finding aids and indices used to access collections of publications. General and technical literature includes any manuals, handbooks, brochures, newsletters, or pamphlets developed for use by Agency staff or for distribution to regions, states, other government agencies, the regulated community, and the public. Promotional items include brochures, pamphlets, posters, comic books, buttons, and bumper stickers. Also includes official portraits of senior Agency officials.

## **Disposition Instructions:**

**Item a(1):** Items depicting EPA's environmental mission activities - Nonelectronic

- **Permanent**
- Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- Transfer to the National Archives 20 years after file closure.

**Item a(2):** Items depicting EPA's environmental mission activities - Electronic

- **Permanent**
- Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Items depicting EPA's environmental mission activities - 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 b:** Routine publications or promotional items

- **Disposable**
- Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- Destroy 5 years after file closure.

**Item c:** Working papers and background materials

- **Disposable**
- Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- Destroy 2 years after file closure.

**Guidance:**

The program office generating the publication and having the publication printed either internally or by some other office or organization is responsible for maintaining the record copy and implementing the disposition. If items are translated into languages other than English, a copy of each translation should be placed in the recordkeeping system.

Original photographs/slides used in the preparation layouts are to be dispositioned according to the instructions in EPA 738. Other public awareness records should be dispositioned in accordance with EPA 081. Manuscripts written by EPA personnel are covered in EPA 334. Public printer files are scheduled as EPA 535.

If publications or promotional items are microformed, it is recommended that the office retain a silver as well as diazo sets on site to simplify making copies. Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

If permanent publications or promotional items are on CD-ROM or other electronic format, they must conform to NARA standards for transfer to the National Archives.

Two copies of posters are to be sent to the National Archives as soon as they are printed. Program staff should contact their Records Liaison Officer for instructions.

Previous schedule items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, and Public Affairs. Specific item numbers are cited below.

**Reasons for Disposition:**

The schedule was previously approved as N1-412-94-2/36. Disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system.

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

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

Item d for electronic copies created with word processing and electronic mail applications was deleted 08/09/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 081, EPA 334, EPA 535, EPA 738

**Previous NARA Disposal Authority:**

NC-412-75-9/21, NC-412-76-7/23, NC1-412-82-12/19, NC1-412-83-1/V/2 and 3, NC1-412-85-6/53, NC1-412-85-7/11, NC1-412-85-10/21, N1-412-86-1/15b, N1-412-87-5/11, N1-412-94-2/36

**Entry:** 03/30/1992

**EPA Approval:** 01/20/2006

**NARA Approval:** 08/10/2006

**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 250

**Status:** Draft, 05/04/2006

**Title:** Publications and Promotional Items

**Program:** All Programs

**Applicability:** Agency-wide

**Function Code:** 305-109-02-04 - Provide Public Information, Education and Outreach

**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.

- N1-412-06-9

## Description:

Files consist of general and technical literature and promotional items along with finding aids and indices used to access collections of publications. General and technical literature includes any manuals, handbooks, brochures, newsletters, or pamphlets developed for use by Agency staff or for distribution to regions, states, other government agencies, the regulated community, and the public. Promotional items include brochures, pamphlets, posters, comic books, buttons, and bumper stickers.

**Excludes:** Artwork and camera ready copy which are scheduled as EPA 249.

## Disposition Instructions:

**Item a:** Record copy of publication or promotional items depicting Agency or program mission activities

- Permanent
- Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer nonelectronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

**Item b:** Record copy of routine publications or promotional items

- Disposable
- Close inactive records after publication or when document becomes obsolete, is superseded, or no

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By VERSION OF  
3/30/2007  
(See email of 3/29/2007)*

longer needed to support program activities. Destroy 5 years after file closure.

**Item c:** Record copy of working papers and background materials

- Disposable
- Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Destroy 2 years after file closure.

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

- Disposable
- Destroy when record copy is captured in a recordkeeping system.

**Guidance:**

The program office generating the publication and having the publication printed either internally or by some other office or organization is responsible for maintaining the record copy and implementing the disposition.

Original photographs/slides used in the preparation layouts are to be retired under NARA General Records Schedule 21. Other public awareness records should be dispositioned in accordance with EPA 081, Public Awareness Files. Manuscripts written by EPA personnel are covered in EPA 334. Public Printer Files are scheduled as EPA 535.

If publications or promotional items are microformed, it is recommended that the office retain a silver halide set as well as diazo sets on site which will simplify making copies. Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

If permanent publications or promotional items are on CD-ROM or other electronic format, they must conform to NARA standards for transfer to the National Archives.

Two copies of posters are to be sent to the National Archives as soon as they are printed. Program staff should contact their Records Liaison Officer for instructions.

Previous schedule items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, and Public Affairs. Specific item numbers are cited below.

**Reasons for Disposition:**

The schedule was previously approved as N1-412-94-2/36. Disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system.

The following items in the disposition instructions were renumbered, moved or deleted on 11/19/2006:

Items a and b - Publication or promotional items depicting Agency or program mission activities were combined into item a. The organization printing or distributing the publications or promotional items was deleted. The retention is unchanged.

Item c - Routine publications or promotional items was moved to item b. The retention is unchanged.

Item d - Distribution copies was deleted because distribution copies are nonrecords.

Item e - Working papers and background materials was moved to item c. The retention is unchanged.

Item f - Electronic copies created with word processing and electronic mail applications was moved to item d. The retention is unchanged.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 081, EPA 249, EPA 334, EPA 535

**Previous NARA Disposal Authority:**

GRS 21/6, NC-412-75-9/21, NC-412-76-7/23, NC1-412-82-12/19, NC1-412-83-1/V/2 and 3, NC1-412-85-6/53, NC1-412-85-7/11, NC1-412-85-10/21, N1-412-86-1/15b, N1-412-87-5/11, N1-412-94-2/36

**Entry:** 03/30/1992

**EPA Approval:** 01/20/2006

**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 250

Status: Development, 01/19/2006

Title: Publications and Promotional Items

Program: All Programs

Applicability: Agency-wide

NARA Disposal Authority:

- Pending

### Description:

Files consist of general and technical literature and promotional items along with finding aids and indices used to access collections of publications. General and technical literature includes any manuals, handbooks, brochures, newsletters, or pamphlets developed for use by Agency staff or for distribution to regions, states, other government agencies, the regulated community, and the public. Promotional items include brochures, pamphlets, posters, comic books, buttons, and bumper stickers.

Excludes: Artwork and camera ready copy which are scheduled as EPA 249.

### Disposition Instructions:

**Item a:** Record copy of publication or promotional items depicting Agency or program mission activities

- Permanent
- Close file upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 20 years after file closure.

**Item b:** Record copy of routine publications or promotional items

- Disposable
- Close file after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Destroy 5 years after file closure.

**Item c:** Record copy of working papers and background materials

- Disposable
- Close file after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Destroy 2 years after file closure.

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

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- Disposable  
Destroy when record copy is generated.

**Guidance:**

The program office generating the publication and having the publication printed either internally or by some other office or organization is responsible for maintaining the record copy and implementing the disposition.

Original photographs/slides used in the preparation layouts are to be retired under NARA General Records Schedule 21. Other public awareness records should be dispositioned in accordance with EPA 081, Public Awareness Files. Manuscripts written by EPA personnel are covered in EPA 334. Public Printer Files are scheduled as EPA 535.

If publications or promotional items are microformed, it is recommended that the office retain a silver halide set as well as diazo sets on site which will simplify making copies. Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

If permanent publications or promotional items are on CD-ROM or other electronic format, they must conform to NARA standards for transfer to the National Archives.

Two copies of posters are to be sent to the National Archives as soon as they are printed. Program staff should contact their Records Liaison Officer for instructions.

Previous schedule items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, and Public Affairs. Specific item numbers are cited below.

**Reasons for Disposition:**

The schedule was previously approved as N1-412-94-2/36. Items b and d of the previously approved schedule were deleted. The retention for item b was for mission related publications already covered in item a and had the same retention as item a. Item d was for distribution copies which are nonrecords. Otherwise, previously approved retentions have not changed. Disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 081, EPA 249, EPA 334, EPA 535

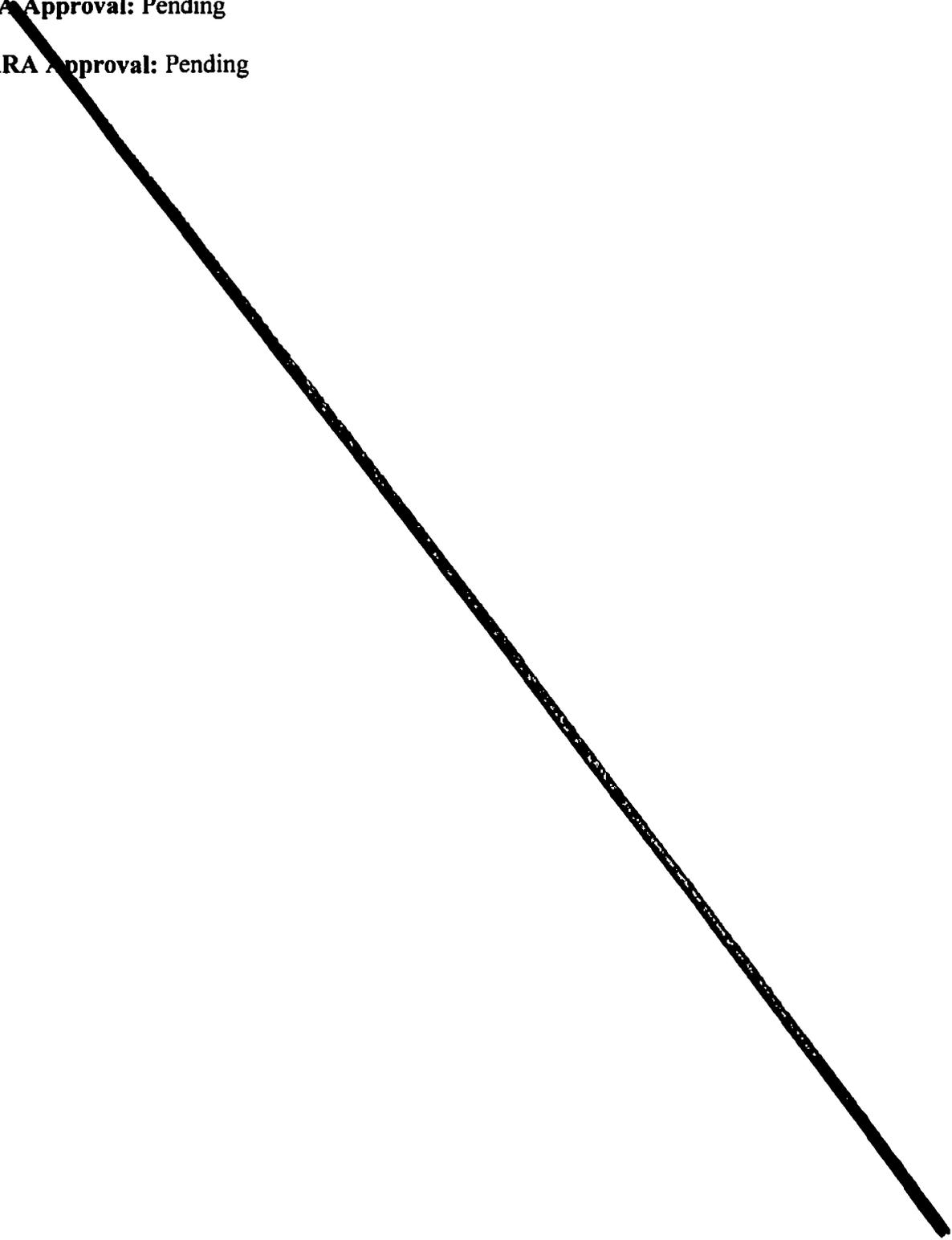
**Previous NARA Disposal Authority:**

GRS 21/6, NC-412-75-9/21, NC-412-76-7/23, NC1-412-82-12/19, NC1-412-83-1/V/2 and 3, NC1-412-85-6/53, NC1-412-85-7/11, NC1-412-85-10/21, N1-412-86-1/15b, N1-412-87-5/11, N1-412-94-2/36

**Entry:** 03/30/1992

**EPA Approval: Pending**

**NARA Approval: Pending**



# EPA Records Schedule 250

**Status:** Final, 03/30/2007

**Title:** Publications and Promotional Items

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 305-109-02-04 - Provide Public Information, Education and Outreach

**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.

- N1-412-06-9

## Description:

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## Disposition Instructions:

**Item a:** Publication or promotional items depicting EPA's environmental mission activities

- **Permanent**
- Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- Transfer nonelectronic records to the National Archives 20 years after file closure.
- Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.

**Item b:** Routine publications or promotional items

- **Disposable**
- Close inactive records after publication or when document becomes obsolete, is superseded, or no

*Superseded by  
2/29/08 revision*

no longer needed to support program activities.

- Destroy 5 years after file closure.

**Item c: Working papers and background materials**

- **Disposability**
- Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- Destroy 2 years after file closure.

**Guidance:**

The program office generating the publication and having the publication printed either internally or by some other office or organization is responsible for maintaining the record copy and implementing the disposition. If items are translated into languages other than English, a copy of each translation should be placed in the recordkeeping system.

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Item d for electronic copies created with word processing and electronic mail applications was deleted 08/09/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 081, EPA 334, EPA 535, EPA 738

**Previous NARA Disposal Authority:**

NC-412-75-9/21, NC-412-76-7/23, NC1-412-82-12/19, NC1-412-83-1/V/2 and 3, NC1-412-85-6/53,  
NC1-412-85-7/11, NC1-412-85-10/21, N1-412-86-1/15b, N1-412-87-5/11, N1-412-94-2/36

**Entry:** 03/30/1992

**EPA Approval:** 01/20/2006

**NARA Approval:** 08/10/2006