

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-412-06-23</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5.31.2006</i>	
1. FROM (Agency or establishment)  Environmental Protection Agency		<b>NOTIFICATION TO AGENCY</b>  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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> 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>9.6.06</i>	ARCHIVIST OF THE UNITED STATES  <b>WITHDRAWN</b>
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>2</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.			
<b>MAY 23 2006</b>	SIGNATURE OF AGENCY REPRESENTATIVE Constance Downs <i>[Signature]</i>	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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 243 – Contract Management Records - Tribes

**WITHDRAWN**

*71-412-06-6  
EPA 202  
will be used as  
the disposition  
authority*

*cc Agency only*

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

## **EPA Records Schedule 243**

**Status:** Development, 05/16/2006

**Title:** Contract Management Records - Tribes

**Program:** All Programs

**Applicability:** Agency-wide

**Function Code:** 405 - Supply Chain 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.

- Pending

### **Description:**

Contains Tribal contract records including all correspondence and related records pertaining to the award, administration, receipt, inspection and payment of any and all contracts to which EPA is a party and which are maintained and used by the Agency or Contracting Officer for contract documentation and for performance and financial monitoring and oversight activities. Also includes reviews and audits conducted by the Financial Analysis and Rate Negotiation Service Center (FARSC).

These files are classed as Indian Fiduciary Trust (IFT) files.

Excludes: Final deliverables which are covered in EPA 258 and unsuccessful bids and proposals which are covered in EPA 275.

### **Disposition Instructions:**

#### **Item a:** Record copy

- Permanent
- Close inactive records after final payment for the contract. Subsequent transfer to the National Archives of the United States will be jointly agreed to between the United States Environmental Protection Agency and the National Archives and Records Administration.

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

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

**WITHDRAWN**

NI-412-06-6 applies

**Guidance:**

This schedule covers records maintained by the Contracting Officer (CO) and the Contracting Officer's Representatives (CORs). All Indian Fiduciary Trust records, including record copies and other copies, are permanent records.

Final deliverables are scheduled as EPA 258. See EPA 020 for Superfund site-specific contracts other than Tribal and EPA 202 for other contract management records. Unsuccessful Bids and Proposals and Canceled Solicitations are scheduled as EPA 275. Requisitions, purchase orders, leases, and bond and surety agreements are covered in Routine Procurement Files as EPA 036.

Copies of parts of this series (e.g., statements of work, work plans, etc.) may be kept with the relevant portions of related program records and may be retired according to the disposition requirements governing the series in which these records are filed.

See EPA 679 for Bid Protest Appeals, EPA 656 for Board of Contract Appeals Cases, and EPA 657 for GAO Contract Bid Protest Cases.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

**Reasons for Disposition:**

According to NARA's General Records Schedule 6/1, accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.

**Custodians:**

Multiple units

**WITHDRAWN****Related Schedules:**

EPA 020, EPA 036, EPA 202, EPA 258, EPA 275, EPA 656, EPA 657, EPA 679

**Previous NARA Disposal Authority:**

**Entry:** 03/04/2005

**EPA Approval:** Pending

**NARA Approval:** Pending



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

OFFICE OF  
ENVIRONMENTAL INFORMATION

MAY 23 2006

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 243 - Contract Management Records - Tribes. This schedule covers the record copy in any media (media neutral). 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,

A handwritten signature in cursive script that reads "Constance Downs".

Constance Downs  
Acting Agency Records Officer

Enclosures