

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-06-29</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7/20/2006</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 Adisposition not approved or Awithdrawn in column 10.	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5 TELEPHONE 202-566-1643	DATE <i>10/30/06</i>	ARCHIVIST OF THE UNITED STATES <i>Albin Lawrence</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>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.			
DATE <i>7/14/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis	TITLE Agency Records Officer <i>John B. Ellis</i>	
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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

N1-412-04-5

cc Agency NR DWMD NAME DWMD

EPA Records Schedule 145

Status: Final, 02/29/2008

Title: Program Development Files

Program: All Programs

Applicability: Agency-wide

Function: 304-104-02 - Program Planning/Design

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.

- N1-412-06-29

Description:

Consists of records related to the development of environmental and administrative 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and reports relative to policy, strategy, program control, research priorities, legislative priorities, published and unpublished directives and policy guidance documents, and related records that document the development of environmental programs, program priorities and objectives,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(1): Record copy - Nonelectronic

- **Permanent**
- Close inactive records at the end of the activity, project, or topic.
- Transfer to the National Archives 20 years after file closure.

Item a(2): Record copy - Electronic

- **Permanent**

- Close inactive records at the end of the activity, project, or topic.
- 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): 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:

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 that are generally held by officials holding the following offices: EPA Administrator, Deputy Administrators, Assistant and Associate Administrators, General Counsel, Inspector General, Chief Financial Officer, 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 retained according to EPA 006. Routine administrative materials should be retained according to EPA 110. Published directives and policy guidance documents are covered in EPA 007. Pilot projects are covered in EPA 099.

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.

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The disposition for the record copy is unchanged.

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 b 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 006, EPA 007, EPA 099, EPA 110

Previous NARA Disposal Authority:

NC1-412-76-1/1/1, 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, NC1-412-85-13/14a, 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, N1-412-04-5

Entry: 09/17/2003

EPA Approval: 07/14/2006

NARA Approval: 10/30/2006

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 145

*SUPERSEDED
BY VERSION OF
3/30/2007
(See e-mail of 3/20/2007)*

Status: Development, 07/11/2006

Title: Program Development Files

Program: All Programs

Applicability: Agency-wide

Function Code: 304-104-02 - Program Planning/Design

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:

Consists of records related to the development of environmental and administrative 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 copy

- Permanent
- Close inactive records at the end of the activity, project, or topic. 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: Electronic copies created with word processing and electronic mail applications Deleted per telecon with Sandy York; records covered by 6725 20. Hw 10/19/06~~

- Disposable
- Destroy when record copy is captured in a recordkeeping or when no longer needed for updating or revision.

Guidance:

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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 dispositioned in accordance with EPA 006. Routine administrative materials should be dispositioned in accordance with the NARA General Records Schedules or EPA 110. Published directives and policy guidance documents are covered in EPA 007. Pilot Projects are covered in EPA 099.

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.

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The disposition for the record copy is unchanged.

Custodians:

Multiple units

Related Schedules:

EPA 006, EPA 007, EPA 099, EPA 110

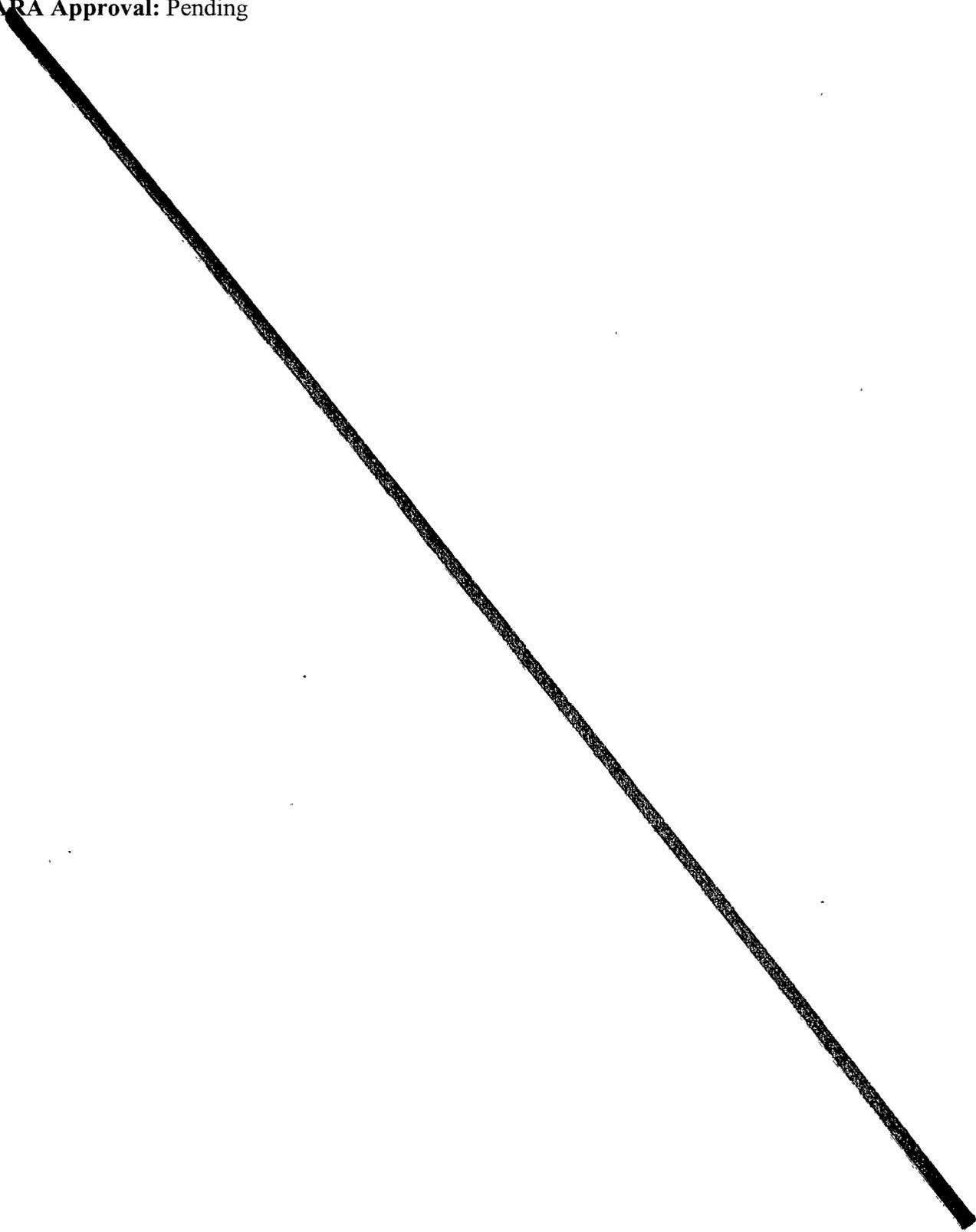
Previous NARA Disposal Authority:

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, NC1-412-85-13/14a, 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, N1-412-04-5

Entry: 09/17/2003

EPA Approval: 03/09/2004

NARA Approval: Pending



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Disposition Instructions:

Item a: Record copy

- **Permanent**
- Close inactive records at the end of the activity, project, or topic.
- 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.

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 that are generally held by officials holding the following offices: EPA Administrator, Deputy Administrators, Assistant and Associate Administrators,

*superseded by
2/29/08 revision*

General Counsel, Inspector General, Chief Financial Officer, 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.

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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, NC1-412-85-13/14a, 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, N1-412-04-5

Entry: 09/17/2003

EPA Approval: 07/14/2006

NARA Approval: 10/30/2006