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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>N1-412-07-12</i> | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | DATE RECEIVED <i>11-20-2006</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>11/20/06</i> | ARCHIVIST OF THE UNITED STATES <i>Arthur W...</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 ___ 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>4/17/06</i> | SIGNATURE OF AGENCY REPRESENTATIVE John B Ellis <i>John B. Ellis</i> | TITLE 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| 7 Item No | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 548 Library Program Files

N1-412-86-3/20

LC 11/29/07 copies sent to agency & NWDW FOR

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 548

Status: Development, 11/08/2006

Title: EPA Library Program Files

Program: Environmental Information

Applicability: Agency-wide

Function: 305-109-02-02 - Library Services

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.

- Pending

Description:

Consists of records related to EPA library programs, including information on planning and management, relationships with the EPA offices served by the library system as well as relationships with other non-EPA libraries. Records consist of correspondence, reports, statistics, holdings, services, policies and procedures, literature related to environmental programs and their needs for bibliographic or technical literature support or other library services, and other related records.

Disposition Instructions:

Item a: Record copy

- Disposable
- Review files at end of year. Keep records having continuing reference or administrative value and destroy other materials when no longer needed.

Guidance:

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 retention has not changed.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/22/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-78-7/3, 4 and 5, N1-412-86-3/21 and 22, N1-412-86-3/20

Entry: 07/26/1993

EPA Approval: Pending

NARA Approval: Pending