

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-412-07-20</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11/28/2006</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>3/20/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alan Wanda</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>11/16/06</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 691 Enforcement – Mobile Source Program

~~NC1-412-85-13/10d~~

*74-255/13d*

*SA 3/21/07 Copies sent to Agency (NWM), NWMW, NR*

**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 691

**Status:** Development, 11/09/2006

**Title:** Enforcement - Mobile Source Program

**Program:** Enforcement and Compliance Assurance

**Applicability:** Headquarters

**Function:** 108-025-08 - Compliance and Enforcement

## **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:**

Contains documents pertaining to the control of emissions from automobile engines. Documents and data relating to statement of program, analysis of statement of program, analysis of state laws, interim authorizations, various programs and authorities, and statements from Attorney General.

## **Disposition Instructions:**

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

- Disposable
- Close inactive records upon completion or termination of case. Destroy 20 years after file closure.

## **Guidance:**

See EPA 207 for Enforcement Action Files referred to Regional Counsel.

## **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 08/23/2006 pursuant to NARA Bulletin 2006-04.

## **Custodians:**

Office of Enforcement and Compliance Assurance

- **Contact:**
- **Telephone:**

**Related Schedules:**

EPA 207

**Previous NARA Disposal Authority:**

NC174-255/13d, NC1-412-85-13/10d

**Entry:** 11/02/1993

**EPA Approval:** Pending

**NARA Approval:** Pending

## **Conclusion**

The retention period for these records meet the operational and administrative needs of the agency and is sufficient to ensure government accountability, and protect the legal rights of the citizen. Those records maintained electronically in ECMS are to be transferred to NARA in an approved electronic format, as specified in 36 CFR 1228.270 or standards applicable at the time of transfer. NARA stakeholder reviewing units have concurred with the recommended disposition instructions. I recommend approval of this records schedule.

A handwritten signature in cursive script that reads "Leslie Watson". The signature is written in black ink and is positioned above the printed name.

LESLIE WATSON  
Life Cycle Management Division  
WG3