

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>01-412-07-24</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>11/17/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Gentry</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>11/17/06</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 GRS OR SUPERSEDED JOB CITATION	10.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 199 Information Collection Requests and Reports

N1-412-03-04

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 199

Status: Draft, 02/09/2007

Title: Information Collection Requests and Reports

Program: Environmental Information

Applicability: Headquarters

Function: 404-142-02 - Data Collection

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.

- N1-412-07-24

Description:

Includes records relating to the Information and Collection Requests submissions and the Information Collection Budget Reports submitted to the Office of Management and Budget (OMB).

Disposition Instructions:

Item a: Information collection budget reports submitted to OMB and Congress

Includes annual budget reports and responses to OMB's request for information, narrative report and the verification of OMB data.

- **Disposable**
- Close inactive records after submission of annual report to OMB.
- Destroy 5 years after file closure.

Item b: Information collection requests submitted to OMB for approval

Includes OMB Form 83-I, correspondence, memoranda, statistics, comments, and other records relating to the justification of the information collection and its approval by the Agency and OMB.

- **Disposable**
- Close inactive records on approval or disapproval of request.
- Destroy 7 years after file closure.

Guidance:

Disposition is to be implemented by the Collection Strategies Division in the Office of Environmental Information. Programs preparing the request should include their copies as part of their program management files, EPA 006, and apply the disposition appropriate to those files (generally 5 years). The Reports Clearance File is scheduled as EPA 198. The Paperwork Reduction Act Management System (PRAMS) is covered by EPA 090.

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 c for electronic copies created with word processing and electronic mail applications was deleted 08/16/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Environmental Information, Collection Strategies Division

- **Contact:** Richard Westlund
- **Telephone:** 202-566-1682

Related Schedules:

EPA 006, EPA 090, EPA 198

Previous NARA Disposal Authority:

N1-412-87-4/25a, N1-412-96-2, N1-412-03-4

Entry: 09/21/1992

EPA Approval: 11/17/2006

NARA Approval: Pending