

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 230

Status: Draft, 01/31/2008

Title: Public Hearings Files

Program: Regional Counsel

Applicability: Regions

Function: 305-109-02-04 - Provide Public Information, Education and Outreach

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.

- N1-412-08-4

Description:

Contains records used in conducting public hearings at which interested groups comment on proposed indirect sources regulations, compliance schedules, transportation control regulations, and similar matters. Records consist of citizen and congressional inquiries, administrative documentation arranging the hearing, public notice of hearing, and copy of hearing transcript, and related documents.

Disposition Instructions:

Item a(1): Record copy - Nonelectronic

- **Permanent**
- Close inactive records upon completion of hearing.
- Transfer to National Archives 10 years after file closure.

Item a(2): Record copy - Electronic

- **Permanent**
- Close inactive records upon completion of hearing.

- 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~~ *Temp*
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

Guidance:

Copies incorporated into other files (e.g., with site or facility files) are to be retained according to the disposition instructions for the records they support.

Administrative Law Judge case files are scheduled as EPA 508.

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.

The following changes were made in the 01/31/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of the 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 deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 508

Previous NARA Disposal Authority:

NC1-412-85-20/7

Entry: 09/21/1992

EPA Approval: 08/27/2007

NARA Approval: Pending