

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 533

Status: Development, 02/28/2009

Title: Environmental Awards

Program: All Programs

Applicability: Agency-wide

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.

- Pending

Description:

Contains information related to the nominations, competitions, applications and selections for environmental awards to organizations (including states, tribes and other entities) youth groups, private citizens, students and individuals in education, promotion of environmental awareness, commitment to constructive environmental service, or other environmental achievements. Includes correspondence, applications or other forms, copies of publications, samples of posters and exhibits, news clippings and other related documents.

Disposition Instructions:

Item a(1): Major documentation for Presidential and other significant awards - Nonelectronic

Includes major documentation that supports the nomination, selection and presentation of the award.

- **Permanent**
- Close after award presentation.
- Transfer to the National Archives 20 years after file closure.

Item a(2): Major documentation for Presidential and other significant awards - Electronic

Includes major documentation that supports the nomination, selection and presentation of the award.

- **Permanent**

- Close after award presentation.
- 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): Major documentation for Presidential and other significant awards - Electronic copy of records transferred to the National Archives

Includes major documentation that supports the nomination, selection and presentation of the award.

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

Item b: Routine documentation for Presidential and other significant awards

Includes arrangements, acknowledgements and executive summaries of the awards ceremony.

- **Disposable**
- Close after award presentation.
- Destroy 3 years after file closure.

Item c: Routine environmental awards

- **Disposable**
- Close after award presentation.
- Destroy 3 years after file closure.

Guidance:

Documentation regarding the establishment of an awards program is covered by EPA 145. See EPA 572 for employee awards.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

Records for the Presidential Environmental Youth Awards Program (PEYA) prior to 1989 lost due to flooding.

Reasons for Disposition:

EPA 533 and EPA 534, previously approved as N1-412-07-1/13 and N1-412-87-5/9 have been combined into one schedule.

The following change was made in the 02/28/2009 version:

- Revised description.
- Revised guidance.

The following changes were made in the 10/31/2008 version:

- Revised description.
- Revised disposition items, incorporating items previously covered by schedule 534.
- Updated guidance, reasons for disposition, cross references and custodian.

The following changes were made in the 01/31/2008 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 deleted 08/22/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 145, EPA 572

Previous NARA Disposal Authority:

NC-412-75-9/17, N1-412-87-5/9 and 10, N1-412-94-2/48, N1-412-07-1/13

Entry: 07/20/1993

EPA Approval: Pending

NARA Approval: Pending