REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-412-87-5

DATE RECEIVED 5-8-87

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM *(Agency or establishment)*
ENVIRONMENTAL PROTECTION AGENCY

2 MAJOR SUBDIVISION
OFFICE OF PUBLIC AFFAIRS

3 MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
HAROLD WEBSTER THOMAS TASKER	382-5912 382-5911	12/7/87	Claudine Weaver

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 5 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
5/7/87	for Harold E. Webster Thomas Tasker	Agency Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*
1-17	The Office of Public Affairs Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this Schedule is part of a major review and update of the EPA Records Control Schedules. Attached is a copy of the revised Public Affairs Records Control Schedule.	Appendix B Schedule 14 and Appendix C Schedule 7	
		(12 items)	

115-108 Copies sent to Rcds. Officer NCF, NNF 12-9-87 MS NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NC

TITLE OF SCHEDULE: PUBLIC AFFAIRS RECORDS

COVERAGE OF SCHEDULE: APPLICABLE HEADQUARTERS OFFICE

ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	Controlled and Major Correspondence of the Director, Office of Public Affairs. Includes copies of controlled and major correspondence signed by the Director. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies.	Retention: Permanent. Disposition: Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Keep in FRC for 20 years, then offer to the National Archives in 5 yr. blocks.
2.	General Correspondence of the Director, Office of Public Affairs. Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and replies.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
3.	Program Development File. Consists of records related to the development of Public Affairs policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records.	Retention: Permanent. Disposition: Break file at end of 2 years. Keep in office 3 years, then transfer to the FRC. Keep in FRC for 20 years, then offer to National Archives in 5 yr blocks.
4.	Program Management File. Consists of records related to the management and administrative support of each unit of the Office of Public Affairs. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
5.	Speeches by Office Director or Staff. Speeches prepared for delivery at civic functions and professional conferences and meetings.	Retention: a. Record Copy. Permanent. b. Information Copies. Retain 1 year. Disposition: a. Record Copy. Break file after presentation: Keep in office 5 year, then transfer to the FRC. Keep in FRC 5 years, then transfer to the National Archives in 5 yr. blocks. b. Information Copies: Destroy when 1 year old or sooner if no longer needed.

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6.	Freedom of Information Response File. Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.	Retention: Retain 2 years. Disposition: Break file at end of year. Keep in office current plus 1 additional year then Destroy.
7.	Selected Daily News Clips - Binders. A daily collection of original news clips.	Retention: Permanent. Disposition: Break file at end of year. Keep in office for 2 years, then transfer to the FRC. Keep in the FRC for 20 years, then offer to the National Archives in 5 yr. blocks.
8.	Press Releases and Fact Sheets. The official press release media for EPA. Records consist of drafts of releases, comments, approvals, and printed copy, statements by EPA representatives, background papers, reports, news clips, transcripts. Also, includes facts and informative statements about an EPA program, element of a program, or some environmental event.	Retention: a. Record Copy (Public Affairs). Permanent. b. Distribution Copies. Retain 3 years. Disposition: a. Record Copy. Break file at end of 3 years. Keep in office for 1 year, then transfer to the FRC. Keep in the FRC 20 years, then offer to the National Archives. b. Distribution Copies. Break file at end of year. Keep in office for 3 years, then destroy.

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
9.	Presidential Environment Merit Awards Program (PEMAP) File. Documentation related to a program established to honor students (primary and secondary levels) and youth groups (Boy Scouts) who commit themselves to constructive environmental service. Records consist of copies of Government and commercial publications, newsletters, regional promotion plans, congressional hearing reports, review of accomplishments, Executive Orders, and data on history of programs.	Retention: Permanent. Disposition: Break file upon completion or termination of program. Keep in office 1 year, then transfer to the FWC. Keep in the FRC for 20 years, then offer to the National Archives.
10.	PEMAP/PEYA Merit Awards Projects. Documentation relating to projects entered into by students and youth groups to improve the environment. Records consist of merit award applications, lists of students for awards, samples and pictures of posters and exhibits, news clips from local newspapers, description of award presentation program.	Retention: Retain 3 years. Disposition: Break file at end of school year. Keep in office for 3 years, then destroy.
11.	EPA Publications and Promotional Items. General and technical literature and promotional items produced by the Office of Public Affairs. Literature and promotional items take form of handbooks, brochures, pamphlets, comic books, bumper stickers, buttons, and posters.	Retention: a. Record Copy. Permanent. b. Distribution Copies. Retain 3 years after last print date. c. Information Copies. Retain 1 year. Disposition: a. Record Copy. Break file after publication. Keep in the office for 10 years, then offer to the National Archives. b. Distribution Copies. Break file after printing and distribution. After 3 years destroy undistributed copies. c. Information Copies. Destroy when 1 year old or sooner if no longer needed.
12.	Printing Arrangements for Publications, Articles, and Promotional Items. Data and supporting documentation for the release and publication or production of manuscripts and promotional items. Records consist of clearance for publication, typed manuscripts, page proofs, color justifications, jacket specifications, distribution approvals.	Retention: Retain 3 years. Disposition: Break file upon printing or decision not to print publication or article. Keep in office for 3 years, then destroy.

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13.	Contracts File. Documentation relating to the formulation, award, and changes in contracts for studies, films, development of workshops, etc. Records consist of procurement requests, proposals, justification statements, bid evaluations, contractor's staff resumes, report of payments, progress reports, etc.	Retention: Retain 6 years after completion of project or job. Disposition: Break file upon completion of project. Keep in office for 1 year, then transfer to the FRC. Keep in FRC for 6 years, then destroy.
14.	Project Files. Documents and other material prepared for the purpose of assisting EPA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.	
	a. Original Art Work.	
	(1) Art work used in Congressional Hearings, budget presentations; summary review conferences; technical briefings; and presentations to the public such as speeches, releases to news media, educational briefs, and exhibits.	Retention: Retain 3 years. Disposition: Break file after project/program is completed. Keep in office 3 years, then destroy.
	(2) Art work used in Congressional Hearings; budget presentations; activities, illustrations used in administrative function activities, and other routine in-house activities.	Retention: Retain 1 year. Disposition: Break file after project/program is completed. Keep in office 1 year, then destroy.
	b. Slides and viewgraphs used by program, staff, and project offices for presentation.	Retention: Retain 1 year. Disposition: Break file at end of 1 year. Keep in office 1 year, then destroy.
	c. Designs and engineering drawings for fabrication of display models and exhibits.	Retention: Retain 3 years. Disposition: Break file when no longer needed or obsolete. Keep in office 3 years, then destroy.

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
15.	Photographic Work Orders and Ledgers. Includes work orders and ledgers used in processing and production of photographic services.	Retention: Retain 1 year. Disposition: Break file at end of 1 year. Keep in office 1 year, then destroy.
16.	Photographic Production Report Files. Documents showing workload, time expended, and type of production (color, black and white, still, or motion picture).	Retention: Retain 1 year. Disposition: Break file at end of 1 year. Keep in office 1 year, then destroy.
17.	Film and Equipment Control Card Files. Cards showing film and equipment on loan.	Retention: Retain 1 year. Disposition: Break file after last entry on card. Keep in office 1 year, then destroy.

Atch to SF 115 (R sed Item Numbers compared to Previous Item Numbers, Schedule Number, and NARS Job umber)

Title Of Schedule: Public Affairs Records

REVISED Item Numbers	PREVIOUS Item No.	Schedule No.	NARS Job No.
1. (New)		C-7	NC1-412-82-1
2. (New)			NC1-412-75-9
3.	2b. a.		
4.	2b. b.		
5.	2.		
6. (New)			
7.	3.		
8.	12.		
9.	17.		
10.	19.		
11.	21.		
12.	23.		
13.	25.		
14.	1.	B-14	NC1-412-75-2
15.	2.		
16.	3.		
17.	4		

Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Public Affairs Records

Item No.	Volume On Hand (Cubic ft.)	Growth Per Year (Cubic ft.)	Arrangement Of Files
1.	3/4	1/4	Numerical
3.	10	4	Subject
5.	6	2	Chronological
7.	18	6	Chronological