

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Environmental Protection Agency	
2 MAJOR SUBDIVISION Air and Radiation	
3 MINOR SUBDIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER Rachel Van Wingen	5. TELEPHONE (202) 260-9709

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-412-99-f
DATE RECEIVED	10-13-98
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
2-2-0	<i>John W. Paul</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 3 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,

is not required; is attached; or has been requested

DATE 9/24/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel Van Wingen</i> Rachel Van Wingen	TITLE Agency Records Officer
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7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached U.S. EPA Records Control Schedule 483L.		

cc: Agency, NWMD, NR

DRAFT OF 8/21/98

U.S. EPA RECORDS CONTROL SCHEDULE

DRAFT

1) **SERIES TITLE:** Ann Arbor Recall and In-Use Testing Records

PROGRAM: Air

EPA SERIES NO: 483L

AGENCY FILE CODE: AIRP 483

NARA SCHEDULE NO. Pending

(Use this number to retire records to the FRC)

APPLICABILITY: National Vehicle and Fuel Emissions Laboratory (NVFEL)

IDENTIFYING INFORMATION:

DESCRIPTION: Contains documents pertaining to motor vehicle recall and in-use testing. Records consist of computer-generated listings of vehicle owners, labels, supplemental sheets, maintenances (M1-M2-SM) two-ways forms, correspondence, and other related documents.

ARRANGEMENT: Arranged by vehicle class.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information
Enforcement Sensitive Information

MEDIUM:

Paper, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Program operations and enforcement activities

SPECIFIC LEGAL REQUIREMENTS:

Title II of the Clean Air Act, as amended, Section 201 et seq.
40 CFR 86

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DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Electronic version created
with office automation
applications: Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file annually.

b. See disposition instructions.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 1 year after file break, then retire to FRC. Destroy when 10 years old.

b. Delete when record copy is generated ~~or when no longer needed for reference or updating, not to exceed the retention of the record copy.~~

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records support program operations required by statute and regulations and may be required for litigation. The ten year retention meets program needs.

AGENCY-WIDE GUIDANCE:

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: National Vehicle and Fuel
Emissions Laboratory

Location: Ann Arbor

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation: 60 cu. ft.
(feet or inches)

CONTACT POINT:

Name: Karen Reese

Mail Code:

Telephone: 734-214-4451

Office: Testing Services Div.

Room: 221

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

EPA SERIES NO. 483L

DRAFT

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		7/2/93	8/21/98