

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-412-99- 14	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 9-27-99	
1. FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION				
3. MINOR SUBDIVISION				
4. NAME OF PERSON WITH WHOM TO CONFER Rachel Van Wingen	5. TELEPHONE 202/260-9709	DATE 3-29-00	ARCHIVIST OF THE UNITED STATES <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 ___ 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 9/23/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel Van Wingen</i> Rachel Van Wingen		TITLE Agency Records Officer	
			9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See attached U.S. EPA Records Control Schedule for: 540 100 586				EPA 540 Withdrawn per agency Request. LMB, 11/5/99.

Agency, NIR

DRAFT OF 11/18/98

U.S. EPA RECORDS SCHEDULE

1) **SERIES TITLE:** Civil Rights Program Subject Files

PROGRAM: Civil Rights**EPA SERIES NO:** 540**AGENCY FILE CODE:** CIVL 540**NARA DISPOSAL AUTHORITY:** N1-412-96-2/8
(Use this number to retire records to the FRC)**APPLICABILITY:** Agency-wide**IDENTIFYING INFORMATION:****DESCRIPTION:** There are two types of general subject files:

- a. Contains correspondence, memoranda, reports, printed and published materials, and other records relating to major policies and activities of the Civil Rights program. Includes Affirmative Action Plans, committee documentation, copies of legislation, rules and regulations, correspondence with other EPA offices and research centers, speeches, and other general records not pertaining to cases.
- b. Contains records relating to the administrative management of the Civil Rights program.

ARRANGEMENT: Arrangement varies.**TYPE OF RECORDS:**

Subject files

SPECIFIC RESTRICTIONS:

None

MEDIUM:

Paper, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

Per
e-mail
dated
11/5/99

Withdrawn
11/5/99
LMB

EPA SERIES NO. 540

DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

- a. Record copy: Permanent Yes
- b. Record copy: Disposable Yes
- c. Electronic versions created with office automation applications: Disposable No

FILE BREAK INSTRUCTIONS:

- a-b. Break file annually; bring forward active materials.
- c. See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

- a. Keep inactive materials in office up to 5 years after file break, then retire to FRC. Transfer to the National Archives in 5 year blocks when the most recent record is 20 years old.
- b. Keep inactive materials in office up to 3 years after file break, then retire to FRC. Destroy when 5 years old.
- c. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Retention for item b has been extended to 5 years to make it consistent with Agency-wide practice.

AGENCY-WIDE GUIDANCE: Record copy for item a is maintained by the Headquarters Office of Civil Rights who is responsible for implementing the disposition. All other copies may be destroyed when no longer needed for audit, legal, administrative, or other operational purposes.

Record copies of Affirmative Action Plans are covered in EPA 542.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units	CONTACT POINT:
Name:	Name:
Location:	Mail Code:
Inclusive Dates:	Telephone:
Volume on Hand (Feet):	Office:
Annual Accumulation:	Room:

*Withdrawn
11/5/99
LMB*

EPA SERIES NO. 540

(feet or inches)

CONTROL INFORMATION:

RELATED ITEMS: EPA 542

PREVIOUSLY APPROVED BY:

NARA SCHEDULE NOS: N1-412-87-3/1a, NC1-412-80-2/2b

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		7/22/93	11/18/98

*Withdrawn
11/5/99
LMB*

DRAFT OF 11/8/99

U.S. EPA RECORDS SCHEDULE

2)

SERIES TITLE: Appointee Clearance and Vetting Files**PROGRAM:** Personnel**EPA SERIES NO:** 100**NARA DISPOSAL AUTHORITY:** N1-412-99-14/3**APPLICABILITY:** Agency-wide**IDENTIFYING INFORMATION:**

DESCRIPTION: Files consist of records resulting from liaison with the White House to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment, resumes, background information about individuals, financial disclosure forms, security clearances, notifications of personnel action, White House clearance checklists, and other documentation relating to the selection, clearance, and appointment of political appointees.

ARRANGEMENT:**TYPE OF RECORDS:**

Case files

SPECIFIC RESTRICTIONS:**MEDIUM:**

Paper, electronic

VITAL RECORD:**FUNCTIONS SUPPORTED:**

Personnel administration

SPECIFIC LEGAL REQUIREMENTS:

EPA SERIES NO. 100

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy for Appointees:
Disposable

TRANSFER TO FRC PERMITTED:

See Disposition Instructions.

b. Record copy for Non-appointees:
Disposable

No

c. Electronic versions created
by electronic mail and word
processing applications:

No

FILE BREAK INSTRUCTIONS:

a. See Disposition Instructions.

b. Break file on termination of consideration.

c. See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

a. Destroy at the end of the Presidential administration during which the individual is hired, except for any original material appropriate for filing in OPFs, which should be placed in those files.

b. Destroy 1 year after file is closed but not later than the end of the Presidential administration during which the individual is considered.

c. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition conforms with NARA Bulletin 95-6 dated September 8, 1995.

AGENCY-WIDE GUIDANCE: Correspondence related to offering appointments to potential employees is scheduled as EPA 557.

Records containing personal information should be shredded to protect confidentiality.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: OGC

Location: Waterside Mall

Inclusive Dates:

Volume on Hand (Feet): 1

CONTACT POINT:

Name: Robert Dreher

Mail Code: 2310

Telephone: 202-260-8040

Office:

EPA SERIES NO. 100

Annual Accumulation: 1 in.
(feet or inches)

Room: 635 WT

CONTROL INFORMATION:

RELATED ITEMS: EPA 557

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/24/96		12/7/95	11/8/99

DRAFT OF 11/1/99

U.S. EPA RECORDS SCHEDULE

3) **SERIES TITLE:** Laboratory Performance Evaluation Studies Proficiency Testing
(PT)

PROGRAM: Research and Development Laboratories

EPA SERIES NO: 586

AGENCY FILE CODE: RNDL 586

NARA DISPOSAL AUTHORITY: N1-412-99-14/2
(Use this number to retire records to the FRC)

APPLICABILITY: National Environmental Research Laboratory (NERL)

IDENTIFYING INFORMATION:

DESCRIPTION: Performance evaluation studies relate to how well laboratories analyze waste water and drinking water, including some Superfund contract work. Consists of studies, performance evaluation reports, performance summaries, statistical reports (State data and regression report), related method specific studies, and other related documents.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:

Case files, data files,
electronic, forms, printouts,
reference files, supporting
documentation

SPECIFIC RESTRICTIONS:

None

MEDIUM:

Paper, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Program management and operations

SPECIFIC LEGAL REQUIREMENTS:

None

EPA SERIES NO. 586

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

b. Electronic versions created
by electronic mail and word processing
applications: Disposable No

TRANSFER TO FRC PERMITTED:

Yes

FILE BREAK INSTRUCTIONS:

a. Break file annually; bring forward active materials.

b. See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office at least 1 year after file break, then retire to FRC. Destroy when 7 years old.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Evaluations are done for offices needing an independent evaluation of laboratory performance and work quality. Records provide essential documentation for EPA's responsibility for laboratory accreditation.

AGENCY-WIDE GUIDANCE: If copies of studies are incorporated into other records series (e.g., Superfund site files), follow disposition instructions for the related series. The database for the paper records are covered under EPA 173 - Data Files Consisting of Summarized Information.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Due to the lack of suitable environmental conditions, electronic records are not sent to the FRC.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: ORD/NERL

Location: Cincinnati,
Roof Storage Area

Inclusive Dates: 1990-

Volume on Hand (Feet): 339 cu. ft. **Office:**

Annual Accumulation: 20 cu. ft. **Room:** 521, 506B
(feet or inches)

CONTACT POINT:

Name: Paul Britton, John Ortman

Mail Code: 525

Telephone: 513-569-7216

CONTROL INFORMATION:

RELATED ITEMS: EPA 173

EPA SERIES NO. 586

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		8/23/93	11/1/99