

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-412-99-16	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9/27/99	
1. FROM (Agency or establishment)  Environmental Protection Agency		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 3-29-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>    </u> 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 GRS OR SUPERSEDED JOB CITATION	10.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:  294			

*nwmd, nr, Agency*

DRAFT OF 11/1/99

**U.S. EPA RECORDS SCHEDULE**

1) **SERIES TITLE:** Administrative Records Pursuant to the Administrative Procedure Act

**PROGRAM:** All Programs except Superfund and Permits

**EPA SERIES NO:** 294

**AGENCY FILE CODE:** LEGA 294

**NARA DISPOSAL AUTHORITY:** N1-412-99-16  
(Use this number to retire records to the FRC)

**APPLICABILITY:** Agency-wide

**IDENTIFYING INFORMATION:**

**DESCRIPTION:** The purpose of the administrative record is to document pre-regulatory and non-regulatory risk management decisions. It contains meeting notes and summaries, correspondence, press releases, reports, and public comments. The records are available to the public except for information excluded by statute.

**ARRANGEMENT:** Arrangement varies.

**TYPE OF RECORDS:**  
Case files

**SPECIFIC RESTRICTIONS:**  
Enforcement Sensitive Information  
Confidential Business Information

**MEDIUM:**  
Paper, microfilm, audiovisual,  
electronic

**VITAL RECORD:**  
Rights and Interests

**FUNCTIONS SUPPORTED:**  
Program operations, risk management, and public awareness

**SPECIFIC LEGAL REQUIREMENTS:**  
Administrative Procedure Act, 5 USC 553 and 557

**EPA SERIES NO. 294**

**DISPOSITION INFORMATION:**

**FINAL DISPOSITION:**

**TRANSFER TO FRC PERMITTED:**

- |  |     |
|--|-----|
| a. Record copy (microfilmed or paper): Permanent   | Yes |
| b. Paper copy (microfilmed): Disposable  | No  |
| c. Electronic versions created by electronic mail and word processing applications: Disposable | No  |

**FILE BREAK INSTRUCTIONS:**

- a. If microfilmed, break file upon completion of quality assurance check. If not microfilmed, break file at the conclusion of a significant action.
- b. Break file when document has been microfilmed and quality assurance is complete.
- c. See Disposition Instructions.

**DISPOSITION INSTRUCTIONS:**

- a. If microfilmed, keep in office up to 3 years after file break, then retire one silver halide and one diazo copy along with finding aids and indexes to the FRC. Transfer to the National Archives 20 years after file break. Destroy non-record copies when no longer needed.

If not microfilmed, keep in office up to 3 years after file break, then retire to FRC along with finding aids and indexes. Transfer to the National Archives 20 years after file break. Destroy Agency non-record copies when no longer needed.

- b. If microfilmed, destroy paper copy after quality assurance is complete.
- c. Delete when record copy is generated.

**APPLICATION GUIDANCE:**

**REASONS FOR DISPOSITION:** These records form a substantial part of the core documentation of the Agency's work and are necessary for adequate and proper documentation of the Agency's decisions. The file serves to facilitate both a coordinated approach to public access and a complete record of the decision-making process.

**AGENCY-WIDE GUIDANCE:** The Project Manager in the program office is responsible for establishing and maintaining a file which contains a comprehensive history and includes all background studies, comments, reference materials, working materials, and deliberative materials.

Administrative Records for Superfund sites are scheduled as EPA 019 and for Permits as EPA 210. See EPA 150 for Rulemaking Dockets.

Microform copies are to be produced in accordance with standards in 36 CFR

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1230.10 and 1230.20. If records are not microfilmed, apply disposition a to the paper records.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

**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:**  
(feet or inches)

**Room:**

**CONTROL INFORMATION:**

**RELATED ITEMS:** EPA 019, EPA 150, EPA 210

**PREVIOUSLY APPROVED BY**

**NARA SCHEDULE NOS:**

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<b>Approval Date EPA</b>	<b>Approval Date NARA</b>	<b>Entry Date</b>	<b>Last Modified</b>
4/28/95		3/16/94	11/1/99