

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-412-99-20	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 11-15-01	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 GRS OR SUPERSEDED JOB CITATION	10.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: 385			
<i>Agency, NR, NWMD NWML</i>			

DRAFT OF 10/05/01

U.S. EPA RECORDS SCHEDULE

1. **SERIES TITLE:** Records relating to the NATO Committee on the Challenges of Modern Society (CCMS)

PROGRAM: International Activities and Program Office(s) of NATO Committee Chair or Co-Chair

EPA SERIES NO: 385

AGENCY FILE CODE: INTE 385

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NARA DISPOSAL AUTHORITY: N1-412-99-20
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Includes records containing the history of the Committee since its inception in 1969. This international committee is composed of members of the North Atlantic Treaty Organization (NATO), and includes a silent consent procedure for participation by other than NATO members. There are four types of records:

- a. NATO/CCMS documentation - Formal issued documents, summary reports, and decision sheets (AC/274 numbered documents).
- b. Coordinators files - Correspondence, CCMS General, Plenary, Round Table Topics, and Ad Hoc Topics files, including records documenting the development of policies and programs or significantly documenting CCMS program activities, and not duplicated elsewhere among CCMS records.
- c. CCMS pilot studies files - Records related to pilot study projects conducted under the auspices of the CCMS. Pilot studies concern matters of international environmental significance such as energy conservation, air pollution, transportation, health, hazardous waste disposal, and contaminated land. Includes basic project documents such as the project proposal, study objectives, results, and formal policy statements on the U.S. role in CCMS not duplicated in other CCMS files scheduled for transfer to the National Archives.
- d. CCMS reports from pilot studies which include both the final reports (Blue Book Series) and Plenum publications.
- e. Chair or Co-chair Files - Meeting agendas, official copies of minutes or transcripts of meetings, copies of official committee reports, and working papers.
- f. Electronic versions created with electronic mail and word processing

applications.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

MEDIUM:

Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:

Program operations

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SPECIFIC LEGAL REQUIREMENTS:

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Permanent

b. Permanent

c. Permanent

d. Permanent

e. Permanent

f. Disposable

TRANSFER TO FRC PERMITTED:

Yes

Yes

Yes

Yes

Yes

No

FILE BREAK INSTRUCTIONS:

a and b. Break file at the end of the year.

c and d. Break file on completion of study and follow-up activities.

e. Break file when a new EPA chair or co-chair is appointed.

f. See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

a. Keep in office up to 5 years after file break, then retire to the FRC. Transfer to the National Archives in 5 year blocks when oldest record is 25 years old.

b. Keep in office up to 5 years after file break, then retire to FRC. Transfer to the National Archives in 5 year blocks when oldest record is 20 years old.

c. Keep in office up to 5 years after file break, then retire to FRC. Transfer to the National Archives in 5 year blocks when oldest record is 25 years old.

d. Keep in office up to 5 years after file break, then retire to the FRC.

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Transfer to the National Archives in 5 year blocks when oldest record is 25 years old.

e. Records for ongoing committee activities may be transferred to the new EPA chair or co-chair. Retire records for committee activities which are no longer active to the FRC. Transfer to the National Archives in 5 year blocks 20 years after file break.

f. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition previously approved by the National Archives.

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AGENCY-WIDE GUIDANCE: The Office of International Affairs is responsible for the maintenance and disposition of records covered in items a, b, and d. The program office of the committee chair or co-chair is responsible for the maintenance and disposition of records covered in c and e.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CREATING 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:

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-78-8/13, NC1-412-85-16/17

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
8/5/96		12/8/92	11/6/00