

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 13 1975	JOB NO NC - 412-75-9
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <u>2-4-76</u> <u>James E. O'Neil</u> Acting Archivist of the United States	

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

Environmental Protection Agency

2 MAJOR SUBDIVISION

Office of Public Affairs

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Harold R. Masters

5 TEL EXT

755-0840

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 14 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

May 9, 1975
(Date)

Harold R. Masters
(Signature of Agency Representative)

Chief, Administrative Management Br.
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1 - 26	Descriptions and retention schedules for the Office of Public Affairs. Items 1 - 26 are attached. <u>Records</u>		
<p>Changes approved by David O. Stephens 1-15-76 Copies to Agency + NCW 2-6-76 (W)</p>			

39 items

ENVIRONMENTAL PROTECTION AGENCY

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OFFICE OF PUBLIC AFFAIRS.

The records described below pertain to the public affairs aspect of the Agency's program, including relations with news media, community relations, public participation, and environmental education program.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Testimony (Statements) By EPA Representatives Before The House and Senate.</u> Statements made by EPA officials at hearings held by members of the House and Senate.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent. <i>Retain 10 years.</i></p> <p>b. <u>Distribution Copies.</u> Retain 7 years.</p> <p>c. <u>Information Copies.</u> As determined by user's reference needs. <i>Retain 1 year.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after presentation. Keep in office for 10 years, then offer to the National Archives. <i>destroy.</i></p> <p>b. <u>Distribution Copies.</u> Break file at end of year. Keep in office for 7 years, then destroy.</p> <p>c. <u>Information Copies.</u> Destroy when no longer used. <i>year old or sooner if no longer needed.</i></p>

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2.	<p><u>Speeches and Journal Articles by EPA Administrator or Staff.</u> Speeches prepared for delivery at Civic functions and professional conferences and meetings. Articles prepared for publication in professional magazines or journals.</p>	<p><u>Retention:</u></p> <ul style="list-style-type: none">a. <u>Record Copy.</u> Permanent.b. <u>Distribution Copies.</u> Retain 7 years.c. <u>Information Copies.</u> As determined by user's reference needs. <i>Retain 1 year.</i>
		<p><u>Disposition:</u></p> <ul style="list-style-type: none">a. <u>Record Copy.</u> Break file after presentation. Keep in office for 10 years, then offer to the National Archives and Records Service. (NARS)b. <u>Distribution Copies.</u> Break file at end of year. Keep in office for 7 years, then destroy.c. <u>Information Copies.</u> Destroy when no longer used. <i>1 year old or sooner if no longer needed.</i> <p><u>Retention:</u> Permanent.</p>
3.	<p><u>Original Weekly Briefing Book (News Clips) - Binders.</u> A weekly collection of original news clips from a cross section of U.S. newspapers and magazines outside</p>	<p><u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then transfer</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
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the D.C. area. Publications include the Arizona Republic, Indianapolis Star, Boston Herald American, Houston Post, Denver Post, Cincinnati Enquirer, Portland Press, New York News, Fortune, The Nation, etc.

to the Federal Records Center. Keep in FRC for 20 years, then offer to ~~the National Archives~~ **NARS**

4. Weekly Briefing Book (News Clips) - The Greenbook. A green paper reproduction of the news clips assembled in the Original Weekly Briefing Book - Binders.

Retention:

a. Record Copy. Retain 2 years.

b. Information Copies.
~~As determined by user's needs~~
Retain 1 year.

Disposition:

a. Record Copy. Break file at end of year. Keep in office for 2 years, then destroy.

b. Information Copies.
Destroy when ~~no longer used~~ *1 year old or sooner if no longer needed.*

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5. Original Selected Daily News Clips - Binders. A daily collection of original news clips from four daily papers - the Washington Post, New York Times, Washington Star-News, and the Wall Street Journal. These news clips do not appear in the Weekly Briefing Book.

Retention: Permanent.

Disposition: Break file at end of year. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to ~~the National Archives~~ **NARS**.

6. Selected Daily News Clips - Reproductions. A reproduction of the news clips assembled in the Original Selected Daily News Clips - Binders.

Retention:

a. Record Copy. Retain 2 years.

b. Information Copies. ~~As determined by user's needs~~
Retain 1 year.

Disposition:

a. Record Copy. Break file at end of year. Keep in office for 2 years, then destroy.

b. Information Copies. Destroy when ~~no longer used~~ **year old or sooner if no longer needed.**

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Item	Name and Description of Record/File	Retention Period and Disposition
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7. Documerica - Slides, Microfiche, and Photos. Photographs of the American scene. A pictorial rendering of environmental conditions throughout the Country. Object of collection is to provide a basis for future comparison. Records consist of original 2 X 2 color slides, color images on microfiche, duplicate 2 X 2 slides, and black and white 8 X 10 photos. About 200 microfiche (quantity to increase in time), each containing 60 images, are maintained in an electronic retrieval system.
- Retention:
- a. Record Copy. (Microfiche, index and 2 X 2 original slides) Permanent.
 - b. Information, Work, and Security Copies. As determined by reference, work and security needs.
- Disposition.
- a. Record Copy. Break file upon completion of project and offer to the National Archives.
 - b. Information, Work, and Security Copies. Destroy when no longer used.
8. Photographers Biography and Grant Folder - Documerica. Documentation related to photographers participation in the Documerica Program. Records consist of solicitations, proposals, suggestions, biographical sketches, task orders or contracts, invoices, list of titles of photos, correspondence, etc.
- Retention: Permanent.
- Disposition: Break file upon completion of project. Keep in office 5 years. Combine with Slides, Microfiche, and Photos and transfer to FRC. Offer to NARS when 20 years old.

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Item	Name and Description of Record/File	Retention Period and Disposition
7.	<p><u>Documerica - Slides, Microfiche, and Photos.</u> Photographs of the American scene. A pictorial rendering of environmental conditions throughout the Country. Object of collection is to provide a basis for future comparison. Records consist of original 2 X 2 color slides, color images on microfiche, duplicate 2 X 2 slides, and black and white 8 X 10 photos. About 200 microfiche (quantity to increase in time), each containing 60 images, are maintained in an electronic retrieval system.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> (Microfiche, index and 2 X 2 original slides) Permanent.</p> <p>b. <u>Information, Work, and Security Copies.</u> As determined by reference, work and security needs.</p> <p><u>Disposition.</u></p> <p>a. <u>Record Copy.</u> Break file upon completion of project and offer to the National Archives <i>keep in office 5 years, then offer to NARS</i></p> <p>b. <u>Information, Work, and Security Copies.</u> Destroy when no longer used.</p>
8.	<p><u>Photographers Biography and Grant Folder - Documerica.</u> Documentation related to photographers participation in the Documerica Program. Records consist of solicitations, proposals, suggestions, biographical sketches, task orders or contracts, invoices, list of titles of photos, correspondence, etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> 1) Break file upon completion of project. Combine with Slides, Microfiche, and Photos when making offer to Archives. <i>Keep in office 5 years, then offer to NARS when 20 years old.</i></p>

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Item	Name and Description of Record/File	Retention Period and Disposition
9.	<u>Documerica Program File.</u> Background and historical data related to Documerica Program. Records consist of Program start-up plans, guidelines for photographers, conditions of release, regional program, project outline.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file upon completion of project then offer to the National Archives.
10.	<u>Public Affairs Job Folders.</u> Documentation pertains to the assistance provided program groups in the areas of public affairs and relations. Records consist of job statements, proposals, procurement requests, internal memos, outlines for conferences and handbooks, activity reports, etc.	<u>Retention:</u> Retain 10 years after completion of job. <u>Disposition:</u> Break file upon completion or termination. Keep in office for 10 years, then destroy.
11.	<u>Water Quality Information Exchange and Awareness Program File.</u> File concerns the development of program to make the public aware of the dangers of water pollution and the need for conservation and quality control. Program worked through the Jaycees (Junior Chamber of Commerce). Records consist of program statements, award justifications, leaders workshop outlines, invitations to participate in program, letters of acceptance, contracts, etc.	<u>Retention:</u> Retain 10 years after completion of program. <u>Disposition:</u> Break file upon completion of program. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 9 years, then destroy.

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Item	Name and Description of Record/File	Retention Period and Disposition
9.	<p><u>Documerica Program File.</u> Background and historical data related to Documerica Program. Records consist of Program start-up plans, guidelines for photographers, conditions of release, regional program, project outline.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office 5 years. Combine with Slides, Microfiche, Photos, and Photographers Biography and Grant Folder and transfer to FRC. Offer to NARS when 20 years old.</p>
10.	<p><u>Public Affairs Job Folders.</u> Documentation pertains to the assistance provided program groups in the areas of public affairs and relations. Records consist of job statements, proposals, procurement requests, internal memos, outlines for conferences and handbooks, activity reports, etc.</p>	<p><u>Retention:</u> Retain 10 years after completion of job.</p> <p><u>Disposition:</u> Break file upon completion or termination. Keep in office for 10 years, then destroy.</p>
11.	<p><u>Water Quality Information Exchange and Awareness Program File.</u> File concerns the development of program to make the public aware of the dangers of water pollution and the need for conservation and quality control. Program worked through the Jaycees (Junior Chamber of Commerce). Records consist of program statements, award justifications, leaders workshop outlines, invitations to participate in program, letters of acceptance, contracts, etc.</p>	<p><u>Retention:</u> Retain 10⁷ years after completion of program.</p> <p><u>Disposition:</u> Break file upon completion of program. Keep in office for 7 years, then transfer to the Federal Records Center. Keep in FRC for 9 years, then destroy.</p>

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12. "Environmental News" (Folders).
 The official press release media for EPA. Records consist of drafts of releases, comments, approvals, and printed copy.

Retention:

- a. Record Copy. (Public Affairs) Permanent.
- b. Distribution Copies.
Retain 3 years.

c. Information Copies. ~~As determined by user's needs.~~ *Retain 1 year.*

Disposition:

a. Record Copy. Break file at end of 3 years. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 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.

c. Information Copies.
Destroy when ~~no longer used.~~ *year old or newer if no longer needed.*

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Item	Name and Description of Record/File	Retention Period and Disposition
13.	<u>"Environmental Facts" (Folders).</u> Generally a single page publication providing concise informative statements about an EPA program, element of a program, or some environmental event. Records consist of drafts, comments, approvals, and printed copy.	<u>Retention:</u> Retain 3 years after completion of job. <u>Disposition:</u> Break file upon completion or termination. Keep in office for 3 years, then destroy.
14.	<u>Press Conference Folders.</u> Contains documentation relating to the arrangement, conduct, and result of EPA press conferences. Records consist of arrangements and preparation notes, statements by EPA representative, background papers, press releases, reports, news clips, transcripts, etc.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives. Remove and destroy duplicate transcripts prior to making FRC shipment.
15.	<u>Speakers Invitation File.</u> Invitations by professional, civic, religious, and academic organization to address a gathering. Records consist of invitations to speak, review of invitations and situation, letters of acceptance or rejection, copies of program, and background notes on organization.	<u>Retention:</u> Retain 15 ⁷ years. <u>Disposition:</u> Break file at end of year ⁷ . Keep in office for 15 ⁷ years, then destroy.

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Item	Name and Description of Record/File	Retention Period and Disposition
16.	<u>EPA Speakers Biographical Folders.</u> Background data on EPA speakers. Records consist of biographical sketches, photographs, internal notes.	<u>Retention:</u> Retain 1 year after termination or transfer of speaker. <u>Disposition:</u> Break file upon termination or transfer of speaker. Keep in office for 1 year, then destroy.
17.	<u>Presidential Environment Merit Awards Program (PEMAP) File.</u> 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.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file upon completion or termination of program. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.
18.	<u>PEMAP Inquiries - Correspondence.</u> Request from citizens and schools for publications, information, and promotional material.	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of year. Keep in office for 1 year, then destroy.

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Item	Name and Description of Record/File	Retention Period and Disposition
16.	<p>EPA Speakers Biographical Folders. Background data on EPA speakers. Records consist of biographical sketches, photographs, internal notes.</p>	<p><u>Retention:</u> PERMANENT.</p> <p><u>Disposition:</u> Break file upon termination or transfer of speaker. Transfer to FRC for 5 years, then offer to NARS.</p>
	<p>A. EPA Administrator, Deputy Administrator, and the Assistant Administrators.</p>	
	<p>B. All other speakers.</p>	<p><u>Retention:</u> Retain 1 year after termination or transfer of speaker.</p> <p><u>Disposition:</u> Break file upon termination or transfer of speaker. Keep in office for 1 year, then destroy.</p>
17.	<p><u>Presidential Environment Merit Awards Program (PEMAP) File.</u> 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.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon completion or termination of program. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>
18.	<p><u>PEMAP Inquiries - Correspondence.</u> Request from citizens and schools for publications, information, and promotional material.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 1 year, then destroy.</p>

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19.	<p><u>PEMAP Merit Award Projects.</u> 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, newsclips from local newspapers, description of award presentation program.</p>	<p><u>Retention:</u> Retain 10 years. after completion or termination of program.</p> <p><u>Disposition:</u> Break file upon completion or termination of program. Pull and transfer five representative projects to PEMAP Program File. Keep remainder of file in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 9 years, then destroy.</p>
20.	<p><u>Regulations, Standards, and Guidelines Document Copy File - Freedom of Information Center.</u> A collection of documents relating to significant regulations, standards and guidelines promulgated by EPA. Documents centrally maintained for public review. Records consist of copies of Hearing Transcripts, economic analysis - cost effect studies, comments on proposed regulations/guidelines/standards, references, Environmental Impact Statements, Implementation Plans, etc.</p>	<p><u>Retention:</u> Retain 3 years after promulgation of regulation/standard/guideline on until litigation is completed.</p> <p><u>Disposition:</u> Break file upon final printing in Federal Register. Keep in Freedom of Information Center for 3 years, then return to originating office. <i>destroy.</i></p>

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21. EPA Publications and Promotional Items. General and technical literature and promotional items produced by the Office of Public Affairs. Literature and promotional items take the 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. ~~As determined by user's reference needs.~~ *Retain 1 year.*

Disposition:

- a. Record Copy. Break file after publication. Keep in 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 ~~no longer used~~ *year old or sooner if no longer needed.*

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Item	Name and Description of Record/File	Retention Period and Disposition
22.	Documentary and Promotional Films, TV tapes, Slide Shows, and Radio Spots. Collections of 16mm films, slides and scripts, TV tape commercials, and radio commercials highlighting the damages of pollution and the need for control.	
		<u>Retention:</u>
a.	Motion pictures - the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of each motion picture.	a. Record Copy. Permanent.
b.	Sound recordings - the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording.	b. Record Copy. Permanent.
c.	Video recordings - the original or the earliest generation of each recording or a kinescope of the recording.	c. Record Copy. Permanent.
d.	<u>Distribution copies</u> of a. b. and c.	d. Retain 5 years after date of last request.
e.	<u>Security copies</u> of a. b. and c.	e. Retain one year after record copies are offered to the National Archives.

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Item	Name and Description of Record/File	Retention Period and Disposition
f.	Finding Aids and Production Documentation - existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of a. b. and c. as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.	f. Record Copy. Permanent.
g.	<u>Information copies</u> of items included in f.	g. As determined by user's need. <u>Disposition:</u> a. Record Copies. Break file after completion of film, tape, or slide production and offer to the National Archives when obsolete or after 5 years whichever occurs first. b. Distribution Copies. Break file after last showing and destroy 5 years thereafter. c. Security Copies. Break file after offering record copies to the National Archives and destroy one year thereafter. d. Information Copies. Destroy when no longer <i>needed.</i>

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22. Documentary and Promotional Films, TV Tapes, Slide Shows, and Radio Spots. Collections of 16 mm films, slides and scripts, TV tape commercials, and radio commercials highlighting the damages of pollution and the need for control.

Retention:

- a. Record Copy. Permanent.
- b. Distribution Copies. Retain 10 years after date of last request.
- c. Security Copy. Retain 21 years.

Disposition:

- a. Record Copy. Break file after film or tape completion. Keep in office for 10 years, then offer to the National Archives.
- b. Distribution Copies. Break file after last showing. Keep in office for 10 years, then destroy.
- c. Security Copy. Break file after giving record copy to Archives. Keep in office for 21 years, then destroy.

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Item	Name and Description of Record/File	Retention Period and Disposition
23.	<u>Printing Arrangements for Publications, Articles, and Promotional Items.</u> Data and supporting documentation for the release and publication or production of manuscripts and promotional items. Records consist of clearances for publication, typed manuscripts, page proofs, color justifications, jacket specifications, distribution approvals.	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file upon printing or decision not to print publication or article. Keep in office for 3 years, then destroy.</p>
24.	<u>EPA National Environmental and Information Centers - Development and Construction Project File.</u> Documentation relating to the development and construction of of the EPA Exhibit Center in Washington, D.C. Records consist of brochures from exhibit development firms, proposal bid invitations, bid evaluations, contract awards, exhibits, designs, prints, art materials for exhibits, photos, art work, etc.	<p><u>Retention:</u> Permanent <i>5 years.</i></p> <p><u>Disposition:</u> Break file upon completion of construction. Keep in office until the completion of Exhibit and Center Operation, then offer to the National Archives. <i>1 yr, then transfer to FRC. Destroy when 5 years old.</i></p>
25.	<u>Contracts and Grants File.</u> Documentation relating to the formulation, award, and changes in contracts and grants for studies, films, development of workshops, etc. Records consist of procurement requests, proposals,	<p><u>Retention:</u> Retain 7 years after completion of project or job.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office for 1 year, then transfer to</p>

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	justification statements, bid evaluations, contractors's staff resumes, report of payments, progress reports, etc.	the Federal Records Center. Keep in FRC for 6 years, then destroy.
26.	<u>Program Files - Director and Division Heads.</u> Contains data related to the conduct of office and division operations in program areas. Records consist of correspondence relative to EPA Program activities, project evaluations, assistance, requests from program groups, status of grant and contract reports, suggestions and ideas for promotional items, etc.	<p><u>Retention:</u> Retain ²10 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy. <i>destroy.</i></p>

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justification statements, bid evaluations, contractors's staff resumes, report of payments, progress reports, etc.

the Federal Records Center. Keep in FRC for 6 years, then destroy.

26. Program Files - Director and Division Heads. Contains data related to the conduct of office and division operations in program areas. Records consist of correspondence relative to EPA Program activities, project evaluations, assistance, requests from program groups, status of grant and contract reports, suggestions and ideas for promotional items, etc.

- a. Director
- b. Division Heads

- a. Retention: Permanent
- a. Disposition: Break file at end of 2 years. Keep in office for 2 years, then transfer to the FRC. Offer to NARS when 20 years old.
- b. Retention: Retain 5 years.
- b. Disposition: Break file at end of 2 years. Keep in office for 2 years, then transfer to FRC. Destroy when 5 years old.

H.D.S.
1-30-76