REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1 412 78 2
DATE RECEIVED 9 NOV 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
12-5-77 Date — James B. Rhoads, Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT): U.S. ENVIRONMENTAL PROTECTION AGENCY
2. MAJOR SUBDIVISION: Office of Regional & Intergovernmental Operations
3. MINOR SUBDIVISION:
4. NAME OF PERSON WITH WHOM TO CONFER: David O. Stephens
5. TEL. EXT: 755-0830
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/3/77	Harold D. Hunter	Chief, Administrative Management Branch

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1-9	Retention periods and disposition instructions for the records of the Office of Regional & Intergovernmental Operations. Items 1-9 are attached.		

115-107

Sent to agency, NCW - 12/8/77

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

9 items

APPRAISAL REPORT ON DISPOSITION OF RECORDS	DATE December 2, 1977	JOB NUMBER NC1-412-78-2

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

1, 2, 5, 6,7, 8, 9

GENERAL ACCOUNTING OFFICE CONCURRENCE ☐ SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII. THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

3, 4

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

SIGNATURE OF APPRAISER	DATE
Jarvis B. Wolfinger	12/2/77

SECTION VI - APPROVAL/CONCURRENCES

		DATE
APPROVAL	DIRECTOR, RECORDS DISPOSITION DIVISION Thomas W. Hoadley	12/2/77
CONCURRENCES	NNF Jane F. Smith	12-2-77
		DATE
		DATE

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS:

The items approved for permanent retention provide information about the organization and activities of the Office of Regional and Intergovernmental Operations that should prove valuable for researchers.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TLE OF SCHEDULE
'FICE OR REGIONAL AND INTERGOVERNMENTAL OPERATIONS

COVERAGE OF SCHEDULE
APPLICABLE HEADQUARTERS OFFICE

EM O.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
..	Administrative and Program Management File. Includes copies of documents used in the internal management of the Regional and Intergovernmental Operations office and staff. Records consist of budget documents, weekly activities reports, organizational charts, operating and Agency guidance records, travel ceiling documents, and other related records.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.
!.	Public Interest Groups File. Includes correspondence, reports, and other records related to EPA's dealings with public interest groups, such as the National Governors Conference, the National League of Cities, the International City Management Association, the Council of State Governments, and other groups.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.
3.	Regional Briefing Books. Collections of reports prepared by various program management offices used to brief the Administrator and Deputy Administrator when making site visits or otherwise reviewing the regional programs. Books contain regional profiles, or a series of fact sheets showing the status of regional programs and other general information concerning the regional organizational structure, resource allocations, and other documents showing key regional issues.	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 10 years, then offer to the National Archives.
4.	Regional Files. Include files documenting the relationship between the EPA regional offices and Agency Headquarters offices. Records consist of general correspondence and reports with all regions, and correspondence and reports from the individual regional offices.	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 10 years, then offer to the National Archives.
5.	EPA Programs Correspondence File. Includes copies of correspondence, reports, and other records received from various Headquarters organizational components. Used for reference purposes. Separate folders for each major organizational component.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.
6.	Environmental Programs Reference File. Includes copies of correspondence, reports, and other materials used for reference to the environmental programs operated by EPA. Typical folders include Construction Grants, Oxidants, Toxic Substances, Technology Transfer, and other topical folders.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.
7.	Other Government Agencies File. Includes correspondence, reports, and other records relating to other Federal, State, and local government agencies. Folders include agencies such as EPA, OMB, Interior, and other environmentally related agencies.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.

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SCHED. NO.

TLE OF SCHEDULE
FFICE OR REGIONAL AND INTERGOVERNMENTAL OPERATIONS

COVERAGE OF SCHEDULE
APPLICABLE HEADQUARTERS OFFICE

EM O.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	Environmental Legislation and Regulations File. Includes reference copies of proposed and enacted environmental legislation, and copies of proposed and final standards, regulations, and guidelines effecting the laws. Records consist of copies of the bills and acts, work group records, copies of the rules, and related correspondence.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for years, then destroy.
	Committees and Conferences File. Includes records related to ORIO staff member participation on committees and at conferences. Records consist of copies of minutes, agendas, copies of papers presented, and related correspondence.	Retention: Retain 5 years. Disposition: Break File at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.

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U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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November 25, 1977

Job No: NC1-412-78-2

The Office of Regional and Intergovernmental Operations (ORIO) requests permission to schedule its records. This office functions as a Headquarters Secretariat for dealing with intergovernmental organizations; for coordinating participation in EPA intergovernmental activities; and for applying national program policy in this area consistently throughout the regions. ORIO attempts to insure maximum EPA participation in the activities of Federal Regional Councils, and Federal Executive Boards and maintains overall review of EPA contracts and agreements with national intergovernmental organizations.

ORIO has scheduled for permanent retention the Regional Briefing books (item 3) prepared for the Administrator and Deputy Administrator on regional inspection tours. These looseleaf binders are arranged chronologically and thereunder by region; are self-indexed and date from 1973 to the present. There are approximately 5 1/2 cubic feet of briefing books accumulating at the rate of approximately 1 cubic foot a year. The books consist of xeroxed copies of meeting agendas of the Regional Administrators; information memorandums and briefing papers prepared for the Administrators; copies of correspondence relating to programs, grants, and financial summaries; copies of Federal register notices; drafts of proposed rule-making on regional programs; program status reports; listings of EPA 's position on significant issues; analyses of EPA regional programs; and materials relating to regional management, programs and organization. Aside from their convenience however, there is little reason to keep the briefing books permanently as they are selective in nature and the items to which they allude are more fully documented in the official files of EPA components responsible for mission objectives and

in the ORIO regional files. Considered strictly on its own, this item does not appear to merit permanent retention, but the relatively small volume and the convenient form may give it a certain utility for future users of these files.

Also proposed for permanent retention by ORIO are the headquarters regional files (item 4) which accumulate at the rate of 2 cubic feet a year. The files are arranged chronologically and thereunder by region with the exception of general information applicable to all of the Regional Administrators. Contained in the files are yellow copies of correspondence signed by the Director of ORIO directed to Congress and members of the general public regarding EPA intergovernmental policies and programs; studies pertaining to EPA environmental work in the regions as it affects intergovernmental relations; action memorandums; meeting reports and agendas; drafts of decision memorandums; letters of congratulations to state administrators of environmental programs, and work group reports relating to the regions. The files contain some General Record Schedule items, duplicates, and other materials which should be removed before they are transferred to the Federal Records Center.

Other official records maintained by ORIO include office copies of administrative and program management activities where the record copies are maintained elsewhere (item 1); reference files of correspondence and reports maintained officially by other EPA entities (items 5, 6, 8, and 9), and correspondence files dealing with efforts of public interest groups and other government agencies to obtain information on EPA programs and policies and accounts of its activity in environmental fields (items 2 and 7). All of these files are scheduled for retention of 2 years in office space

and 3 years in the Federal Records Center and the agency feels that this retention period will satisfy its administrative needs. We recommend approval of NC1-412-78-2, but suggest that item 3 has marginal permanent value.

Jarritus Boyd Wolfinger
RECORDS DISPOSITION DIVISION

GENERAL SERVICES ADMINISTRATION

ROUTING SLIP

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORRESPONDENCE SYMBOL
1. ~~Jane F. Smith~~	~~NNF, 13E~~
2. Jarritus B. Wolfinger	NCD, 711 14th St.
3.	
4.	
5.	

- [ ] ALLOTMENT SYMBOL
- [ ] APPROVAL
- [ ] AS REQUESTED
- [ ] CONCURRENCE
- [ ] CORRECTION
- [ ] FILING
- [ ] FULL REPORT
- [ ] HANDLE DIRECT
- [ ] IMMEDIATE ACTION
- [ ] INITIALS
- [ ] NECESSARY ACTION
- [ ] NOTE AND RETURN
- [ ] PER OUR CONVERSATION
- [ ] PER TELEPHONE CONVERSATION
- [ ] READ AND DESTROY
- [ ] RECOMMENDATION
- [ ] SEE ME
- [ ] SIGNATURE
- [ ] YOUR COMMENT
- [ ] YOUR INFORMATION
- [ ]
- [x] ANSWER OR ACKNOWLEDGE ON OR BEFORE December 5, 1977
- [ ] PREPARE REPLY FOR THE SIGNATURE OF

REMARKS

Yourcomments on NC1-412-78-2:

NNF and NNFN have no objection to this draft schedule. The records slated for permanent retention seem adequate for probable research purposes.

Jane F. Smith
11-29-77

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORR. SYMBOL	BUILDING, ROOM, ETC.
	NCD	711 14th St.
	TELEPHONE	DATE
Jarritus B. Wolfinger	724-1068	11/25/77

☆U.S. GPO: 1974-O-544-667/67