

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-412-83-5
DATE RECEIVED	3-1-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-28-83 Date	<i>[Signature]</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2 MAJOR SUBDIVISION
Library Systems and Services Staff

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Thomas Tasker

5. TEL EXT
382-5911

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 3 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 2/16/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Harold R. Masters	E TITLE Chief, Records Management Staff
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The Library System Records Control Schedule is being amended to:</p> <ol style="list-style-type: none"> Add a new item 7, Public Information Reference Material (Regulations, Standards, and Guidelines). This series of records contains documentation relating to regulations, standards, and guidelines promulgated by EPA and which are maintained centrally for public review. Note: this item was previously covered by Public Awareness Records Control Schedule, Appendix C, Schedule 7, Item 20. Add a new item 8, Public Inquiries File. This series of records contains records relating to information requested by the public. Note: this item is covered by GRS Schedule 14, Item 3. 	Appendix B Schedule	B 26
<p><i>No mass data change sheet required.</i></p>			<p><i>3 items</i></p>

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>3. Add a new item 9, Information Clearinghouse Records. This series of records contains information relating to an ongoing inventory of all EPA's monitoring and statistical information on a variety of models, data collections, technical reports, and grants and procurements to be used by project officers to determine if the the requirements called for in the FRP's are sufficiently unique or whether they are duplications of effort.</p> <p>Attached is a copy of the EPA Records Control Schedule for the three series of records.</p>	Appendix B Schedule 26	

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

26

LIBRARY SYSTEM RECORDS

AGENCYWIDE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
7.	<p><u>Public Information Reference Material (Regulations, Standards, and Guidelines)</u>. A collection of documents relating to regulations, standards, and guidelines promulgated by EPA. Documents centrally maintained for public review. Documents consist of copies of proposed and final regulations, standards, and guidelines which includes hearing transcripts, economic analysis--cost effect studies, comments on proposed regulations; State Implementation Plans; Effluent Guidelines, NPDES Quarterly Non-Compliance Reports, etc. <u>Note: The documents described above are non-record material. The official record documentation is maintained by the appropriate program.</u></p>	<p><u>Retention:</u> Retain 1 year after promulgation of final regulation, standard, or guideline.</p> <p><u>Disposition:</u> Break file upon publication of final rule in Federal Register. Keep in Public Information Reference Unit for 1 year, then destroy.</p>
8.	<p><u>Public Inquiries File</u>. Includes copies of public inquiries requesting various non-technical EPA reference materials and/or answers to various types of environmental problems, with copy of response from the responsible program area in EPA Headquarters and regions attached. Also, includes copies of inquiry control log books/sheets and reports that contain daily and weekly account of inquiries received via mail, telephone, and personal appearances.</p>	<p><u>Retention:</u> Retain 3 months.</p> <p><u>Disposition:</u> Break file after 3 months, then destroy.</p>
9.	<p><u>Information Clearinghouse Records</u>. Includes records relating to a system to provide an ongoing inventory of all EPA's monitoring and statistical information on a variety of models, data collections, technical reports, and grants and procurements to be used by project officers to determine if the requirements called for in the RFP's are sufficiently unique or whether they are duplications of effort. Records consist of procurement request, statement of work, survey forms to update data bases, data collection forms, and other appropriate records necessary for the operation of the Information Clearinghouse.</p>	<p><u>Retention:</u> Retain 6 months.</p> <p><u>Disposition:</u> Break file after information has been converted to machine-readable form and information verified to be correct. Keep in office for 6 months then destroy.</p>

RECORDS MANAGEMENT MANUAL

TN-28
11/13/78

C-7-5

PENDIX C

U.S. ENVIRONMENTAL PROTECTION AGENCY--RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

PUBLIC AWARENESS RECORDS

(NCI-412-78-9)

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

7

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
19.	<p><u>PEMAP Merit Awards 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, news clips from local newspapers, description of award presentation program.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion or termination of program. Keep in office for 1 year, then transfer to the FRC. Keep in the 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 or 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 destroy.</p>
21.	<p><u>EPA Publications and Promotional Items.</u> General and technical literature and promotional items produced by the Office of Public Awareness. Literature and promotional items take the form of handbooks, brochures, pamphlets, comic books, bumper stickers, buttons, and posters.</p>	<p><u>Retention:</u></p> <ul style="list-style-type: none"> a. <u>Record Copy.</u> Permanent. b. <u>Distribution Copies.</u> Retain 3 years after last print date. c. <u>Information Copies.</u> Retain 1 year. <p><u>Disposition:</u></p> <ul style="list-style-type: none"> a. <u>Record Copy.</u> Break file after publication. Keep in the office for 10 years, then offer to the National Archives. b. <u>Distribution Copies.</u> Break file after printing and distribution. After 3 years destroy undistributed copies. c. <u>Information Copies.</u> Destroy when 1 year old or sooner if no longer needed.
22.	<p><u>Documentary and Promotional Film TV Tapes, Slide Shows, and Radio Shows.</u> Collections of 16mm films, slides and scripts, TV tape commercials, and radio commercials, and radio commercials highlighting the damages of pollution and the need for control.</p> <ul style="list-style-type: none"> a. <u>Motion Pictures.</u> 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. 	<p><u>Retention:</u></p> <ul style="list-style-type: none"> a. <u>Record Copy.</u> Permanent. b. <u>Distribution Copies.</u> Retain 5 years. c. <u>Security Copy.</u> Retain 1 year.

RECORDS MANAGEMENT MANUAL

GENERAL RECORDS SCHEDULE 14

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

senior agency personnel and may be a textual record such as a formal press release or non-textual record, such as film and video or sound recordings.

2. Information Subject Files.

Subject files of formally designated informational offices, not covered elsewhere in this schedule.

Submit SF 115, Request for Records Disposition Authority.

3. Information Requests Files.

Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.

Destroy when 3 months old or when no longer needed, whichever is sooner.

4. Acknowledgement Files.

Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.

Destroy 3 months after acknowledgement and referral.

5. Press Service Files.

Press service teletype news and similar materials.

Destroy when 3 months old.

6. Information Project Files.

Informational service project case files maintained in formally designated informational offices.

Destroy 1 year after close of file or 1 year after completion of project.

7. Commendation/Complaint Correspondence Files.

Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or

Destroy when 3 months old.

Part I - Master Files

Item	File function/ designation	Consisting of	Which are	Then
19	Federal loan and/or grant file	data on individual loans or grant applications or awards	data on characteristics of individual applicants or recipients and their awards	Submit SF 115, Request for Records Disposition Authority.
20			summary or aggregate fiscal values used for accounting purposes	Dispose of after three or more update cycles.
21	✓ Information retrieval file	indexes or tracking systems to textual or nontextual records	used to facilitate access to these materials	Dispose of as provided for the related records.
22		indexes to "library materials"	used to facilitate access to published documents or reports.	Dispose of as reference material.
23	Summary file	aggregates of individual observations	created from files not authorized for disposal under this General Records Schedule	Submit SF 115, Request for Records Disposition Authority.
24			created from files authorized for disposal under this General Records Schedule	Dispose of as provided for related data.

GENERAL RECORDS SCHEDULE 20

Part III - Documentation

Item	File function/ designation	Consisting of	Which are	Then	GENERAL RECORDS SCHEDULE 20				
9	Output specifications	detailed descriptions of products of the system that are to be used outside the computer center	listings of each type of output by title and tag, format specifications, selection criteria, volume and frequency, media, graphic displays and symbols, security and privacy conditions, and disposition of output	Retain with related data file.		GENERAL RECORDS SCHEDULE 20			
10	Reports	printed final reports containing the statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed	for systems which require retention of related data	Retain one copy with related file specifications.			GENERAL RECORDS SCHEDULE 20		
11	✓ Information retrieval	series of machine instructions designed to retrieve information from specific data systems	general-purpose programs	Dispose of when no longer needed.				GENERAL RECORDS SCHEDULE 20	
12			special-purpose programs for data files for which disposal is authorized	Dispose of with related data file.					GENERAL RECORDS SCHEDULE 20
13			special-purpose programs for data files for which disposal is not authorized	Retain with related data file.					