Withdrawn

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-412-83-6 WITHDRAWN
DATE RECEIVED 4-11-83 WITHDRAWN
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
WITHDRAWN WITHDRAWN
Date — 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
Records Management Staff

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 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
3/17/83	Thomas Tasker Thomas Tasker	Acting Chief, Records Management Staff

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
2	The Water Planning and Standards Records Control Schedule for item 2, Regulations, Standards, and Guidelines is being amended to change the retention of paper records to permanent and to delete the microfilm copies from the schedule. These records are no longer being microfilmed because the Program does not have the resources to continue the microfilming application (see attached memo from EPA Effluent Guidelines Division. This change is being made to make the schedule consistent with the current operations of the Water Regulations and Standards Program. Attached is a revision of the EPA Records Control Schedule for this series of records.	Appendix C Schedule 12	

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO 12

TITLE OF SCHEDULE: WATER PLANNING AND STANDARDS RECORDS

COVERAGE OF SCHEDULE: APPLICABLE HEADQUARTERS OFFICE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
2.	Regulations, Standards, and Guidelines.	
	a. Official Record. Consists of technical and economic background documents; key internal papers and action memorandums, hearing transcripts; agency and published comments; and Federal Register publications of standards and regulations.	Retention: Permanent. Disposition: Break file upon publication of final rule. Keep in the office for 3 years, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives when 15 years old in 5 years blocks.
	b. Working Papers. Included are work group organization requests, agendas and minutes of work group meetings, technical assistance contracts and reports, and similar documents.	Retention: Retain 10 years. Disposition: Break file upon publication of final rule. Keep in office for 3 years, then transfer to the FRC. Destroy when 10 years old.