REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-412-83-7
DATE RECEIVED 4-11-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
3-8-85 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 Regional Air Program
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL EXT
Thomas Tasker	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
3/15/83	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
1	The Regional Air and Hazardous Program Records Control Schedule is being amended to provide for either a paper record system or a micrographic record system. Attached is a copy of the EPA Records Control Schedule for the series of records.	Appendix D Schedule 2	

115-107 Copies to NNF, NNB, NNA/F & NC 3/19/85 CSR

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: 2

TITLE OF SCHEDULE: AIR AND HAZARDOUS MATERIALS PROGRAM RECORDS

COVERAGE OF SCHEDULE: REGIONAL OFFICES

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	State Implementation Plans File. Record copies of plans developed by each State for the attainment and maintenance of national ambient air quality standards, as required by Section 110 of the Clean Air Act, as amended. Plans approved by regional offices. Records consist of plan and amendments, public and industry comments, public hearing documents, compliance schedules, status reports, transportation control documents, Section 307 lawsuit documents, contracts, progress reports, and other related records.	A. PAPER RECORD SYSTEM Retention: Permanent. Disposition: Break file as plans are revised or superseded. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the Regional Archives. B. MICROGRAPHIC RECORD SYSTEM Retention: 1. ~~A.~~ Paper Records. Retain until conversion to microform has been completed. 2. ~~B.~~ Microform Copy (Official Record Copy). Permanent. Disposition: 1 ~~A.~~ Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy. 2 ~~B.~~ Microform Copy (Official Record Copy). Offer to NARS when 20 years old silver halide microfilm plus one silver, diazo, or vesicular duplicate. Transfer certified microfilm in cubic foot blocks to Federal Records Center pending offer to NARS. 3. Other Microform Copies. Destroy when no longer needed.

Numbering changed per Tom Tasher CSR 3/1/85