

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Environmental Protection Agency

2 MAJOR SUBDIVISION  
Office of the Administrator & Deputy Admin.

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker

5 TEL EXT

382-5911

LEAVE BLANK	
JOB NO	NCL-412-85-11
DATE RECEIVED	2-08-85
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	11-8-85 <i>Frank B. Budy</i> Archivist of the United States

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 5 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
2/5/85	<i>Thomas Tasker</i> Thomas Tasker	Agency Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1 - 16	The Office of the Administrator and Deputy Administrator Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this schedule is part of a major review and update of the EPA Records Control Schedules.  Attached is a copy of the revised Administrator And Deputy Administrator Records Control Schedule.	Appendix C Schedule 1	

*2 items*

115-107 Copy sent to EPA 11/15/85 and 6/23/86  
ESP  
Copy to NCF 5/4/87 CSP

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
RECORDS OF THE ADMINISTRATOR AND DEPUTY ADMINISTRATOR		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<del>Controlled Correspondence of the Administrator and Deputy Administrator. Includes copies of controlled correspondence signed by either the Administrator or the Deputy Administrator. Also includes copies of letters to members of Congress. This correspondence was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of responses, and enclosures. Records arranged chronologically, then alphabetically by name of correspondent.</del>	<del>Retention: Permanent.  Disposition: Break file at end of year. Keep in office current plus 1 additional year, then transfer to the FRC. Keep in FRC for 10 years, then offer to National Archives.</del>
2.	<del>General Correspondence of the Administrator and Deputy Administrator. Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters, and enclosures.</del>	<del>Retention: Retain 5 years.  Disposition: Break file at end of year. Keep in office current year plus 1 additional year, then transfer to FRC. Destroy when 4 years old.</del>
3.	<del>Intra-agency Correspondence of the Administrator and Deputy Administrator. Includes copies of correspondence and memoranda to and from top officials of the EPA and the Administrator and Deputy Administrator. Includes copies of memorandums, replies, and supporting documents. Records arranged by name of program and by regional office.</del>	<del>Retention: Permanent.  Disposition: Break file at end of year. Keep in office current year plus 1 additional year, then transfer to FRC. Keep in FRC for 10 years, then offer to the National Archives.</del>
4.	<del>Federal Register Documents Signed by the Administrator or the Deputy Administrator. Includes copies of all Federal Register documents signed by the Administrator or the Deputy Administrator.</del>	<del>Retention: Retain 7 years.  Disposition: Break file at end of year. Keep in office current year plus 1 additional year, then transfer to FRC. Destroy when 7 years old.</del>
5.	<del>Court Papers. Includes reference copies of legal papers sent to the Administrator or Deputy Administrator from the General Counsel, Agency Judicial Officer, or Administrative Law Judge. Includes copies of briefs, motions, decisions, and other legal documents.</del>	<del>Retention: Retain 5 years.  Disposition: Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Destroy when 5 years old.</del>
6.	<u>Multiple Letters File.</u>	<u>Retention: Permanent.</u>
	<del>a. Environmental Letters. Includes copies of incoming letters with responses that are sent to more than one party, such as to all members of Congress, all states, EPA regional offices, and so on. Records arranged chronologically, then by address.</del>	<del>Disposition: Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.</del>

RECORDS MANAGEMENT MANUAL

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED NO

TITLE OF SCHEDULE

RECORDS OF THE ADMINISTRATOR AND THE DEPUTY ADMINISTRATOR

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

	<del>b. <u>Nonenvironmental Letters.</u> Include retirement letters, thank you, and similar routine administrative enclosures.</del>	<del><u>Retention:</u> Retain 3 years.  <u>Disposition:</u> Break file at end of year. Destroy in office when 3 years old.</del>
7.	<del><u>Administrator's Policy Decision, Agreements, and Directives File.</u> Includes records relating to policy decisions and internal Agency directives signed by the Administrator. Records consist of Administrator's decision documents, delegations of authority signed by the Administrator, interagency agreements, agreements with states, approval of Agency policy and procedure directives, memorandums of understanding signed by the Administrator, briefing memorandums, and other related records.</del>	<del><u>Retention:</u> Permanent.  <u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.</del>
8.	<del><u>Freedom of Information Response File.</u> Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any intra-agency memoranda concerning the request. Files does not include copy of the document requested.</del>	<del><u>Retention:</u> Retain 5 years.  <u>Disposition:</u> Break file at end of year. Keep in office current year plus additional year, then transfer to the FRC. Destroy when 5 years old.</del>
9.	<del><u>Freedom of Information Logbooks.</u> Logbooks showing the receipt date, date of reply, office of referral, payment receipt, and other processing information concerning Freedom of Information requests.</del>	<del><u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file at end of each year. Keep in office current year plus 9 additional years, then destroy.</del>
10.	<del><u>Duplicate Copies of Freedom of Information Requests/Responses.</u> Includes copies of Freedom of Information requests and responses available for public inspection.</del>	<del><u>Retention:</u> Retain 1 year.  <u>Disposition:</u> Break file at the end of year. Keep in office current year plus 1 additional year, then destroy.</del>
11.	<del><u>Freedom of Information Processing Control Slips File.</u> Includes cross reference copies of Mail Control Schedules, EPA Form 5180-1, used to reference the official Freedom of Information request/response files.</del>	<del><u>Retention:</u> Retain 2 years.  <u>Disposition:</u> Break file at end of each year. Keep in office current year plus 2 additional years, then destroy.</del>

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12.	<p><u>Agency Judicial Officer Appeals Case File.</u> Includes cases related to environmental litigation appealed to the Administrator for decision. Records consist of petitions for appeal, appeal documents submitted by parties, decisions of the Administrator, and other related records.</p> <p>a. <u>Landmark Cases.</u> Includes cases resulting in an important legal precedent which establishes or affirms Agency policy with respect to environmental actions of national importance in which major regulatory issues are litigated. Records arranged alphabetically by case.</p> <p>b. <u>Other Cases.</u></p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon termination of case or resolution of issues involved. Keep in the FRC for 10 years, then offer to the National Archives.</p> <p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of appeal or termination of case, whichever is later. Keep in the office for 1 additional year, then transfer to the FRC. Destroy when 10 years old.</p>
13.	<p><u>Minority Business Enterprises Task Force File.</u> Includes records related to EPA's Minority Business Enterprise Task Force. Records consist of proposals, memorandums to Administrator and Deputy Administrator, records of the Minority Businesses Enterprise Interagency Council, newspaper clippings, and other related records.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon termination of Task Force. Keep in office for 2 years, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.</p>
14.	<p><u>Administrator's Meetings File.</u> Include position papers, policy statements, and other briefing papers used by the Administrator to prepare for meetings with interest groups or other public groups. Arrange chronologically by date of meeting.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of each year. Keep in office for 5 years, then destroy.</p>

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15.	<p><u>Speeches by Administrator and Deputy Administrator.</u> Includes copies of speeches delivered by the Administrator. Records consist of background papers, correspondence, and final copy of speech.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after presentation: Keep in office 5 year, then transfer to the FRC. Keep in FRC 5 years, then transfer to the National Archives in 5 year blocks.</p> <p>b. <u>Information Copies:</u> Destroy when 1 year old or sooner if no longer needed.</p>
16.	<p><del><u>Land Use Coordination on Files.</u> Includes records related to the coordination of EPA policies in the land use area. Records used in coordinating inter-agency activities, land use activities with state and local governments, and other appropriate government and private groups.</del></p> <p>a. <u>Environmentally Sensitive Area File.</u> Includes records related to controversial or sensitive land use policy areas, such as, floodplains, wetlands, coastal zone management, agricultural lands statements, and other environmentally sensitive areas. Records consist of copies of legislation, position papers, correspondence, and other related records.</p> <p>b. <u>Growth Management and Urban Policy File.</u> Includes records related to EPA's position on regional and urban growth and policy matters. Records consist of regional growth management seminars, EPA participation in the White House Conference on Balance Growth and Environmental Quality, and other related records.</p>	<p><del><u>Retention:</u> Permanent.</del></p> <p><del><u>Disposition:</u> Break file at end of year. Keep in office for 5 years, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.</del></p> <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current year plus 5 additional years, then transfer to the FRC. Keep in the FRC 5 years, then offer to the National Archives.</p>

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Records of the Administrator And Deputy Administrator

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
15	1 Cu.Ft.	½ Cu. Ft.	Chronological

Atch to SF 115 (Revised Item Numbers compared to Previous Items Numbers)

Title Of Schedule: Records of the Administrator And Deputy Administrator

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PREVIOUS ITEM/SCHEDULE NUMBER

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