

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO

*NCI-412-85-16*

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

DATE RECEIVED

*Mar. 1, 1985*

**1 FROM (Agency or establishment)  
Environmental Protection Agency**

NOTIFICATION TO AGENCY

**2 MAJOR SUBDIVISION  
Office of International Activities**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

**3 MINOR SUBDIVISION**

**4 NAME OF PERSON WITH WHOM TO CONFER**

Harold Webster  
Thomas Tasker

**5 TELEPHONE EXT**

382-5912  
382-5911

DATE

*12/12/86*

ARCHIVIST OF THE UNITED STATES

*Francis J. Bunk*

**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 9 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
<i>3/7/85</i>	Thomas Tasker <i>Thomas Tasker</i>	Agency Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1 - 30	<p>The Office of International Activities Records Control Schedule is being <b>revised</b> 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.</p> <p>(Item 9; Change in Retention from "Permanent to 5-Years" see justifications attached)</p> <p>Attached is a copy of the revised International Activities Records Control Schedule.</p>	Appendix C Schedule 17	

*27 items*

115-108 *12/15/86 EPA, NCF, NNI, NNF*

NSN 7540-00-634-4064

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

SCHED NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

INTERNATIONAL ACTIVITIES RECORDS

APPLICABLE HEADQUARTERS OFFICE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

1. Controlled and Major Correspondence of the Associate Administrator, Office of International Activities. Includes copies of controlled and major correspondence signed by the Associate Administrator. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies.

Retention: Permanent.

Disposition: Break file at end of year. Keep in office current plus 1 additional year, then transfer to the FRC. Offer to the National Archives in 5 year blocks when the most recent record is 15 years old.

2. General Correspondence of the Associate Administrator, Office of International Activities. Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office 1 additional year. Destroy when 3 years old.

3. Program Development File. Consists of records related to the development of international activities policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records.

Retention: Permanent.

Disposition: Break file at end of 2 years. Keep in office 1 additional year, then transfer to FRC. Offer to the National Archives in 5 year blocks when the most recent record is 15 years old.

4. Program Management File. Consists of records related to the management and administrative support of each unit of the Office of International Activities. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.

Retention: Retain 5 years.

Disposition: Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.

5. Speeches by Office Director or Staff. Speeches prepared for delivery at civic functions and professional conferences and meetings.

Retention:

a. Record Copy. Permanent.

b. Information Copies. Retain 1 year.

Disposition:

a. Record Copy. Break file after presentation. Keep in office 5 years, then transfer to the FRC. Keep in FRC 5 years, then offer to the National Archives in 5 year blocks.

b. Information Copies. Destroy when 1 year old or sooner if no longer needed.

RECORDS MANAGEMENT MANUAL

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

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
INTERNATIONAL ACTIVITIES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<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 interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year, then destroy when 2 years old.
7.	<u>United Nations Environmental Program (UNEP) File.</u> Includes records used to coordinate EPA involvement with the UNEP and to promote the exchange of environmental policies and information among other countries. Records consist of UNEP Governing Council documents, International Referral Service information, World Environment Day information, international conference material, position papers on international environmental issues, and other related records.	<u>Retention:</u> Retain 6 years. <u>Disposition:</u> Break file every year. Keep in office 2 years, then transfer to the Federal Records Center (FRC). Destroy when 6 years old.
8.	<u>Environmental Organization File.</u> Includes records relating to coordinating activities with non-government activities such as the Sierra Club, American Petroleum Institute, American Association for the Advancement of Science, National Audobon Society, Resources for the Future, etc. Records used to coordinate input from these groups on policy matters with the appropriate EPA program offices. Records consist of correspondence, reports, position papers, and other related records.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file every year. Keep in office 3 years, then destroy.
9.	<u>Global 2000 Project File.</u> Includes records related to a presidential project to project the status of the world in the year 2000. Overall project coordination being accomplished by the Council on Environmental Quality. Records relate to EPA input into the project. Records consist of correspondence, preliminary reports and position papers, and other related records.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Keep in office until termination of project, then transfer to the FRC. Keep in FRC 5 years, then destroy.
10.	<u>Special Foreign Currency File.</u> Project files documenting the conduct of international cooperative studies and programs related to international environmental concerns. Projects are funded by foreign currency rather than by U.S. dollars. Records consist of background information, proposals sent by foreign countries, correspondence with project officers and project investigators, progress reports, fiscal reports, travel records, airgrams used in overseas communications, final reports, and other related records.	<u>Retention:</u> Retain 7 years. <u>Disposition:</u> Break file upon termination of project agreements. Keep in office 2 years, then transfer to the FRC. Destroy when 7 years old.

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11.	<p><u>Bilateral Programs File.</u> Includes records related to evaluation of all international bilateral activities involving EPA and foreign organizations and governments. Agreements relate to areas of environmental concern to the U.S. and other countries.</p> <p>a. <u>Bilateral Agreement Documents.</u> Includes official copies of all bilateral agreements and primary support documents.</p> <p>b. <u>Other Records.</u> Includes correspondence with the countries and within the EPA and information on work accomplishments.</p>	<p><u>Retention:</u> Retain 11 years.</p> <p><u>Disposition:</u> Break file upon termination of agreement. Keep in office 1 additional year, then transfer to the FRC. Destroy 11 years after termination of the agreement.</p> <p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> <del>Break file each year. Keep in office 1 additional year, then transfer to the FRC. Destroy when 6 years old.</del></p>
12.	<p><u>Reimbursable Technical Assistance File.</u> Project files documenting the conduct of international cooperative agreements <del>related to environmental concerns.</del> These projects provide for U.S. technical assistance under terms of reimbursable agreements. Major agreements provide for environmental technical assistance and technology transfer to Iran, Brazil, and other countries. Records consist of copy of agreement, proposal, funding documents, program reports, and final report.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon the termination of agreement. <del>Keep in office 2 years, then transfer to the FRC. Destroy when 8 years old.</del></p>
13.	<p><u>U.S./U.S.S.R. Environmental Agreement File.</u> Includes records related to the cooperative agreement between the U.S. and the Soviet Union providing for the development of joint environmental research efforts in areas such as air and water pollution, urban pollution problems, wildlife protection, earthquake prediction, and other research areas.</p> <p>a. <u>Basic Agreement Documents.</u> Includes official copy of the agreement and primary supporting documents such as work programs, annual reviews of work accomplished, foreign communication, and final reports.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> <del>Break file upon termination of agreement. Keep in office 1 additional year, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives in 5 year blocks.</del></p>

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~~b. Other Files. Includes documentation related to the overall management of the projects, internal Agency correspondence and memorandums, and other related records.~~

~~Retention: Retain 3 years.~~

~~Disposition: Break file each year. Keep in office 3 years, then destroy.~~

14. Laws of the Sea and Deep Seabed Mining Files. Includes records documenting the development of a comprehensive treaty on the use and management of the oceans. Areas of concern include international exploration and exploitation of deep seabed minerals, navigation, and fishing rights, and technology transfer, marine pollution, and methods for the settlement of international ocean disputes.

Retention: Permanent.

Disposition: Break file upon termination of each UN Law of the Sea conference. Keep in office 3 additional years, then transfer to the FRC for 10 years, then offer to the National Archives in 5 year blocks.

a. EPA Internal Documentation. Includes intra-agency correspondence, memorandums, position papers, and all other EPA internal documentation not sent to or otherwise duplicated in State Department files.

b. Other Records. Includes general records such as copies of legislation, conference reports, and all other records sent to or otherwise duplicated in State Department files.

Retention: Retain 3 years.

Disposition: Break file upon termination of each UN Law of the Sea Conference. Keep in office 3 additional years, then destroy.

15. Ocean Dumping Files. Includes records relating to EPA participation in implementing the 1972 Ocean Dumping Treaty. Records relate to EPA chairmanship of the U.S. delegations to treaty group meetings, Agency monitoring of ocean dumping incidents, review and evaluation of ocean dumping regulations, and other related matters. Records consist of position papers, conference reports, correspondence, and other related records.

Retention: Retain 10 years.

Disposition: Break file at the end of each year. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.

16. Oil Pollution File. Includes records related to EPA participation in the negotiation and implementation of the 1973 Convention on the Prevention of Pollution from Ships and the treaty resulting therefrom. Records relate to Agency recommendations concerning port reception facilities, tank vessel retrofitting, and providing technical assistance to developing countries in oil spill prevention, response, and cleanup.

RECORDS MANAGEMENT MANUAL

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

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INTERNATIONAL ACTIVITIES RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO

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a. EPA Internal Documentation. Includes intra-agency correspondence, memorandums, position papers, and all other EPA internal documentation not sent to or otherwise duplicated in State Department files.

Retention: Permanent.

Disposition: Break file at end of each year. ~~Keep in office 3 years, then transfer to the FRC. Keep in FRC for 7 years, then offer to the National Archives in 5 year blocks.~~

b. Other Records. Includes general records such as conference and treaty documents, reports, and other records sent to or otherwise duplicated in State Department files.

Retention: Retain 3 years.

Disposition: Break file at end of each year. Keep in office 3 additional years, then destroy.

17. NATO Committee on the Challenges of Modern Society (CCMS). Includes records containing the history of the Committee since its inception in 1969. This international committee is composed of members of the North Atlantic Treaty Organization (NATO), and includes a silent consent procedure for participation by other than NATO members.

Retention: Permanent.

Disposition: Retain in office 20 years, then transfer to the FRC. Offer to the National Archives in 5 year blocks when the most recent record is 25 years old.

a. NATO/CCMS Documentation which includes formal issued documents, summary reports, and decision sheets. (AC/274 numbered documents).

Retention: Permanent.

Disposition: Break file at end of year. Keep in office 10 years, then transfer to the FRC. Offer to the National Archives in 5 year blocks when the most recent record is 20 years old.

b. Coordinators Files which includes correspondence, CCMS General, Plenary, Round Table Topics, and Ad Hoc Topics files.

Retention: Retain 20 years.

Disposition: Break file at end of year. Keep in office for 10 years, then transfer to the FRC. Destroy when 20 years old.

(1) Records documenting the development of policies and programs or significantly documenting CCMS program activities, and not duplicated elsewhere among CCMS records.

(2) All other records.

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c. CCMS Pilot Studies File which includes records related to pilot study projects conducted under the auspices of the CCMS. Pilot studies concern matters of international environmental significance such as energy conservation, air pollution, transportation, health, hazardous waste disposal, and contaminated land.

(1) Basic Project Documents including project proposal proposal, study objectives, results, and formal policy statements on the US role in CCMS, which are not duplicated in other CCMS files scheduled for transfer to the National Archives.

(2) All other records.

d. CCMS Reports from Pilot Studies which include both the final reports (Blue Book Series) and Plenum publications.

18. Organization for Economic Cooperation and Development (OECD) Program File. Includes records related to EPA participation in the OECD and its subsidiary environmental committee and technical groups. Records consist of OECD Council and Executive Committee minutes, environmental committee technical reports, EPA comments and position papers on OECD policy statements, and correspondence with the Organization.

Retention: Permanent.

Disposition: Break file on completion of study and follow-up activities. Retain in office 2 additional years, then transfer to the FRC. Offer to the National Archives in 5 year blocks when the most recent project has been closed for 20 years.

Retention: Retain 2 years.

Disposition: Break file upon completion of study and follow-up activities. Retain in office 2 additional years, then destroy.

Retention: Permanent.

Disposition: Break file upon completion of the project and follow-up activities. Keep in office 10 additional years, then transfer to the FRC. Offer to the National Archives in 5 year blocks when the most recent project has been closed for 20 years.

Retention: Retain 3 years.

Disposition: Break file every year. Keep in office current plus 3 additional years, then destroy.

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19.	<u>Economic Commission for Europe (ECE) File.</u> Includes records related to EPA participation in the ECE, a UN subsidiary organization comprised of Eastern and Western European nations and the Soviet Union. Records consist of copies of the technical documents and policy statements of the ECE's environmental committee, and related correspondence.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file every year. Keep in office current plus 1 additional year, then transfer to the FRC. Destroy when 5 years old.
20.	<u>World Health Organization (WHO) File.</u> Includes records related to EPA participation in the environmental programs of the WHO and its subsidiary, Pan American Health Organization. Records consist of copy of EPA international agreement with the WHO, technical reports, and project documents.  a. <u>Basic Agreement Documents.</u> Includes copy of EPA-WHO agreement for WHO Collaborating Center on Environmental Pollution Control, work programs, reviews, evaluations, and financial records.  b. <u>Other Records.</u> Includes correspondence, memorandums, and information related to the management of overall EPA participation in WHO activities.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file each year. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.  <u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of year. Keep in office 2 additional years, then destroy.
21.	<u>International Joint Commission File.</u> Includes technical reports, reference studies, and correspondence with the International Joint Commission on the Pollution of Lake Erie.	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then destroy.
22.	<u>U.S./Canadian Relations File.</u> Includes records related to EPA involvement in the environmental problems concerning the U.S. and Canada, based on a 1972 agreement negotiated between the two countries. Environmental areas include Great Lake pollution and other problems of mutual concern.  a. <u>EPA Internal Documentation.</u> Includes intra-agency correspondence, memorandums, position papers, and all other EPA internal documentation not sent or otherwise duplicated in State Department files.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file each year. Keep in office 3 years, then transfer to the FRC. Keep in FRC 7 years, then offer to the National Archives in 5 year blocks.



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27.	<u>Foreign Inquiries File.</u> Includes routine requests for information, publications, technical documents, and other Agency materials.	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of each year. Keep in office 1 year, then destroy.
28.	<u>Federal Insecticide Fungicide and Rodenticide Act (FIFRA) Section 17(a).</u> Includes purchaser acknowledgment statements and exporter certification statements.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file each year. Keep in office 3 years, then destroy.
29.	<u>Transboundary Movement of Hazardous Waste.</u> Records and documents relating to U.S. and EPA policies concerning the transboundary movement of hazardous waste. Records relate to EPA development of the export regulations under the Resource Conservation and Recovery Act (RCRA) and the continuing implementation of the existing notification procedures. Includes intra-agency correspondence, hazardous waste export notices filed by U.S. generators to EPA, memoranda, position papers and other documentation relating to the international aspects of hazardous waste management.  a. Records documenting the development of US policy on the transboundary movement of hazardous waste.  b. Export notices and other records.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file at end of year. Retain in office 6 years, then transfer to the FRC. Offer to the National Archives in 5 year blocks when the most recent record is 15 years old.  <u>Retention:</u> Retain 12 years. <u>Disposition:</u> Break file at end of year. Retain in office for 6 years, then transfer to the FRC. Destroy when 12 years old.
30.	<u>Global Issues (Other than Global 2000).</u> Includes working documents for current EPA participation in the Global Issues Work Group of the Council on Environmental Quality. Records consist of memoranda, policy papers, reports and other records related to global environmental and resources issues.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file upon termination of work group. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.

Attach to SF 115 (Revised Item Numbers compared Previous Item Numbers, Schedule Number, and NARS Job Number)

Title Of Schedule: International Activities Records

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
		C-17	NCI-412-78-8
1. (New)			
2. (New)			
3. (New)			
4. (New)			
5. (New)			
6. (New)			
7.	1.		
8.	2.		
9.	4.		
10.	6.		
11.	7.		
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24.	22.		
25.	23.		
26.	25.		
27.	26		
28. (New)			
29. (New)			
30. (New)			

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

Title Of Schedule: International Activities Records

<u>Item No.</u>	<u>Volume On Hand</u> (Cu.Ft.)	<u>Growth Per Year</u> (Cu.Ft.)	<u>Arrangement Of Files</u>
5.	½	¼	Chronological
3.	3	1	Subject
17.a.	2	½	Numerical
17.b.	1	½	Subject
17.c.(1)	3	2	Subject
17.d.	10	½	Numerical
29.a.	4	4	Subject