

Agency Review Package

Additions to Agency Accountability Records (GRS 5.7)

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National Archives and Records Administration
Office of the Chief Records Officer
June 6, 2018

Additions to GENERAL RECORDS SCHEDULE 5.7: Agency Accountability Records (Environmental Monitoring Records)

[Revised text of GRS 5.7 introduction to include the items proposed in DAA-GRS-2018-000x:]

This schedule covers records agencies create in the following areas of accountability:

- internal controls implementing various Office of Management and Budget (OMB) management directives, assessing risks, assuring compliance, and correcting issues,
- mandatory reporting on administrative functions to external entities,
- interaction with the U.S. Office of Special Counsel concerning allegations and claims that fall under its jurisdiction, and
- administrative activities agencies must do in response to environmental protection laws and regulations. (Records created and collected by agencies whose mission is care and protection of the environment must schedule records independently.)

Item	Records Description	Disposition Instruction	Disposition Authority
070	<p>Environmental monitoring control records.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with Federal, state, and local environmental laws and regulations such as the National Environmental Policy Act, National Historical Preservation Act, Clean Water Act, Clean Air Act, Resource Conservation and Recovery Act, Endangered Species Act, Emergency Planning and Community Right-to-Know Act. Includes:</p> <ul style="list-style-type: none"> • received policy, instructions and guidance on environmental quality for overseeing and coordinating compliance with environmental statutes • records documenting general pollution prevention and abatement activities • environmental compliance-related reports, analyses, planning records • records outlining environmental assessment and evaluation methodologies <p>Note: Records of workplace environmental monitoring are covered under GRS 2.7, Employee Health and Safety Records.</p> <p>Exclusion: Agencies whose mission is environmental monitoring and protection must schedule records of environmental quality policy, instructions, and guidance independently.</p>	<p>Temporary. Destroy when 5 years old or when superseded or obsolete, whichever is later, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-000x-0001</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
080	<p>National Environmental Policy Act (NEPA) compliance files. Records of environmental reviews required for proposed major federal actions that affect the quality of the environment from initiation through research, development, design, testing, and completion. Includes:</p> <ul style="list-style-type: none"> • background, planning, and development records • assessments, reports, analyses, studies, and aggregations of data • archaeological, biological, and hazard reviews • meeting minutes, correspondence 	<p>Records of projects concluding in an Environmental Impact Statement (EIS).</p>	<p>Temporary. Destroy 10 years after completion of associated project, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-000x-0002</p>
081	<ul style="list-style-type: none"> • environmental and socio-economic analyses • financial calculation records • records of public hearings, comments, and responses • corrective action plans, records of environmental mitigation measures • records of interaction with the Council on Environmental Quality • records of cooperating agency consultation and review • findings documentation • decision documents • technical plans for remedial actions • draft and final Environmental Assessment (EA) feeding into Environmental Impact Statement (EIS) or Finding of No Significant Impact (FONSI) • draft and final EIS or FONSI • other supplementary materials <p>Exclusion 1: Records of <i>Federal Register</i> notices associated with EIS, EA, or FONSI publication; GRS 6.6, item 040 covers these.</p> <p>Exclusion 2: Agencies must schedule records of cases that (1) result in court decisions interpreting legislation or regulations, (2) gain Congressional attention or excite significant public interest and involvement, or (3) result in new or altered agency policy.</p> <p>Exclusion 3: Agencies whose mission is environmental monitoring and protection must schedule NEPA compliance records independently.</p>	<p>Records of projects concluding in a Finding of No Significant Impact (FONSI).</p>	<p>Temporary. Destroy 7 years after completion of associated project, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-000x-0003</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
090	<p>Records of amendments to an agency's Categorical Exclusion (CATEX) list. Records created in the course of amending an agency's CATEX list of actions that do not individually or cumulatively have a significant effect on the human environment and for which, therefore, neither an environmental assessment nor an environmental impact statement is required.</p> <p>Exclusion: Records of <i>Federal Register</i> notices associated with CATEX publication; GRS 6.6, item 040 covers these.</p>	<p>Temporary. Destroy 10 years after amendment is approved or rejected, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-000x-0004</p>	
100	<p>Review of other agencies' NEPA documents. Records created in the course of reviewing NEPA documents produced by other agencies regarding projects where another agency is the project lead.</p>	<p>Documents to which agency responds.</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-000x-0005</p>
101	<p>Exclusion: Agencies whose mission is environmental monitoring and protection must schedule records independently.</p>	<p>Documents to which agency does not respond.</p>	<p>Temporary. Destroy when no longer needed.</p>	<p>DAA-GRS-2018-000x-0006</p>



NATIONAL ARCHIVES

Date: April 25, 2018
Appraiser: Galen R. Wilson, ACRS
Agency: General Records Schedules (GRS)
Subject: DAA-GRS-2018-000x

INTRODUCTION

Schedule Overview

Additions to General Records Schedule 5.7 (Environmental Monitoring Records)

Additional Background Information

This schedule's primary coverage is records created in response to the National Environmental Policy Act (NEPA). NEPA became effective on January 1, 1970, the promise of a new decade in an era when concern for an environment belonging to everybody was enjoying large-scale progress. NEPA's purpose is to promote the health and enhancement of the environment. It accomplishes this goal by requiring all executive Federal agencies to prepare environmental assessments (EAs) and environmental impact statements (EISs) to describe the potential environmental effects of proposed Federal agency actions. NEPA has served as the model for similar laws in over 100 nations around the world, as well as many state laws. Environmental watchdog Charles H. Eccleston has called NEPA "the world's equivalent of an environmental Magna Carta."

NEPA is one of six major federal environmental statutes, but the only one proposed for inclusion in the GRS. The **Clean Air Act** (1963) is designed to control air pollution at the national level. Under an amendment to this act the Federal government sets standards to control pollutant emissions from automobiles. The **Clean Water Act** (1972) seeks to restore and maintain the chemical, physical, and biological integrity of the nation's waters. The **Resource Conservation and Recovery Act** (1976) is the principal Federal law governing the disposal of solid waste and hazardous waste. The **Comprehensive Environmental Response, Compensation, and Liability Act** (CERCLA, 1980, also known as Superfund) funds—or more commonly seeks to force parties responsible for damage to pay for—cleanup of sites contaminated by hazardous substances and pollutants. The **Federal Insecticide, Fungicide, and Rodenticide Act** (1910, 1947, updated by the Federal Environmental Pesticide Control Act of 1972 and most recently by the Pesticide Registration Improvement Extension Act of 2012) oversees registration and restriction of pesticides. All six statutes are administered by the EPA, often (depending on the act) in coordination with state, local, and tribal governments. No GRS is proposed relative to these other five acts because none of them cause records to be created across all or even many Federal government agencies.

NEPA is unique among these other acts in three ways. First, it has no inherent enforcement arm. No agency is charged with making sure its provisions are carried out. Second, its applicability is in-house. It requires action only from the Federal government itself, not commercial ventures. Third, as noted above, it requires every agency to create records when it seeks to undertake a major project involving Federal funding, work performed by the Federal government, or issuance of Federal agency permits.

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This is most commonly—but not always—construction. When these parameters exist, agencies are required to prepare an assessment of what impact this project, work, or permit might have on the environment. This schedule addresses the records created in the process of assessing that impact.

This schedule was drafted in part from research into how agencies have scheduled these records independently. One hundred and five items in 50 schedules from 34 agencies were reviewed and sifted for common ground.

The Council on Environmental Quality

The closest thing NEPA has to an oversight wing is the Council on Environmental Quality (CEQ). It was established by NEPA and is charged with formulating and recommending national policies to promote improving the quality of the environment. CEQ is supported by staff in the Office of Environmental Quality, which was established by the Environmental Quality Improvement Act of 1970. The Council consists of only three members, appointed by the President and confirmed by the Senate. CEQ is charged with developing and recommending to the President policies to further environmental quality, performing continual analysis of environmental changes or trends, and reviewing and coordinating Federal activities affecting the environment. CEQ also oversees the environmental impact assessment process, acts as a referee when agencies disagree over the adequacy of such assessments, and prepares the President's annual environmental quality report to the Congress.

Not surprisingly, CEQ has been a political football over the years, thriving under administrations that felt a need to care for the environment but waning under administrations whose focus has been advancement of industry. Two months into the Ronald Reagan presidency, NARA appraiser Ronald Heise, commenting on CEQ's push to microfilm its accumulated EISs in March, 1981 (NC1-429-81-4), noted that "CEQ's activities have been cut back by the new administration and they may be terminated." The CEQ Chief of Staff under the George W. Bush administration resigned in 2005 after it was shown he had repeatedly edited government climate reports to downplay the role of emissions in global warming. CEQ was fully appointed under the Obama administration but has been empty since the current administration took charge in January 2017. The President nominated a chair for CEQ in October 2017. CEQ's section of the White House website as of today's date provides no names of any Council or staff members, gives a mailing address and a phone number, and an email address only for inquiries about internships.

CEQ's records are scheduled under two jobs. NC1-429-79-1 contains 37 items, 21 of them designated as permanent. It covers records created by the Chairman, Council members, Executive Director, Deputy Executive Director, and these offices: General Counsel, Environmental Health and Toxic Substances, Energy and Resource Recovery, Environmental Data and Monitoring, Economics and Pollution Control, International Affairs and Oceans, Natural Resources, Land Use and Wildlife, Public Information, Public and Congressional Affairs, and Administrative. In its first decade, CEQ produced about 45 cubic feet of permanent records under those 21 schedule items.

By 1980, CEQ had assembled—and stored at the Washington National Records Center—some 270 cubic feet of environmental impact statements dated from 1970 to 1977 from agencies across government. Noting that these EISs took up a lot of space, were filed by date of receipt, and lacked an index, NARA worked out a deal with a commercial venture which proposed to create an index and microfilm the records in exchange for exclusive rights to market copies of EISs to the public. NARA approved disposal of the hardcopy records, and accession of the master microfiche, under NC1-429-81-4. NARA

accessioned the commercially-produced microfiche, ruefully noting that it “apparently is of acceptable quality although it does not meet the standards for archival microcopying established by NARS.” Nothing was put in place regarding future EISs yet to be created, perhaps because when the discussion was taking place, no one expected CEQ to survive the Reagan administration.

Overall Recommendation

I recommend approval of this schedule.

APPRAISAL

Item 0001 (070): Environmental monitoring control records.

These are the general subject files documenting an agency’s overall environmental activities. They stand in the background behind potentially multiple case files detailing an agency’s actions in specific projects covered under items 0002 (080) through 0004 (090). These records provide an understanding of how an agency carries out its general responsibilities for compliance with multiple laws enacted to guarantee Government stewardship of the environment. A primary purpose of these records is to outline how environmental work is accomplished, not document the work itself.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Has little or no research value. One major component of this series is received copies of policy, instructions and guidance, whose business value does not extend long after that policy, instructions and guidance are no longer in effect.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. The retention statement, tied in part to documents’ obsolescence, means that guidance records should survive as long as they are authoritative. These records document routine and repetitive activities. Five years of documentation provides opportunity to observe trends that may prove important.

Media Neutrality

Approved

Notes about items 0002, 0003, and 0004.

NEPA requires agencies to evaluate the environmental effects of federally funded projects or actions. Generally, an agency must undertake three levels of analysis. First, the agency must determine whether or not a project is covered under the agency’s list of actions already determined to be environmentally neutral, known as Categorical Exclusions (CATEX). These records are covered in item 0004 (090). Second, if the project does not fall under a CATEX, the agency must prepare an environmental assessment (EA) which then leads to the third step: either a Finding of No Significant Impact (FONSI, see item 0003 [081]), or preparation of an environmental impact statement (EIS, item 0002 [080]). If an agency is certain that a full EIS will ultimately be necessary, it may bypass producing an EA and move directly to preparing the EIS. The intent to do an EA or an EIS is published in the *Federal Register* and the public is invited to comment. FONSI and additions to an agency’s CATEX list are also published in the *Federal Register* and require a public comment period. A final EIS is published in the *Federal Register* but is not open to comment. Instead, the public may challenge an EIS directly to the agency head, and failing satisfaction there can sue in court.

Item 0002 (080): National Environmental Policy Act (NEPA) compliance files: Records of projects concluding in an Environmental Impact Statement (EIS).

Items 0002 and 0003 hold the same records, described in the overview. Both are temporary, but they are discussed separately in this appraisal because the reasons for their temporary status are dramatically different.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Captured elsewhere in permanent records. All EISs are processed through the Environmental Protection Agency (EPA). DAA-0412-2013-0017-0001 appraised some 559 cubic feet of hard copy NEPA preparation files (i.e. EISs) dated 1972 to 2014, as well as PDFs of all EISs 2012 and forward as permanent. It should also be noted that the Transportation Library at Northwestern University in Evanston, Illinois, has a very solid collection of EISs. This body of records began with the 1992 donation of one professor's personal collection of some 20,000 EISs. EPA entered into an agreement with Northwestern in 1998 under which it would ship new EISs to the University twice weekly. When the EPA Library closed, about 2000, it shipped multiple cabinets of EIS fiche to Northwestern. The EIS system became electronic in 2007 and since then the Transportation Library harvests all EISs directly from the EPA website. The Library is confident it holds every EIS produced since 2007.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. Forty-eight agency schedule items covering similar records have placed the historical and business value of these records anywhere from 3 years to permanent. USGS retains final EISs for only 5 years (N1-57-01-3, item 907-01b), noting the existence of Northwestern University Transportation Library's EIS collection. Many other agencies have scheduled them as permanent, doubtless because they were focused internally and failed to grasp the larger picture in which these documents are already captured centrally—twice!—for the whole Government. Short retentions, when they appear in agency schedules, are invariably for background and research documentation feeding into final EISs, but agencies have frequently scheduled even these for 50- or 75-year retention and, in one instance, 100 years. Ten years is selected as a lowest-common-denominator retention that still acknowledges an agency's need to document its stewardship of the environment. Agencies that have scheduled records for longer retention need not request an exception from this item, as it authorizes longer retention if required for business use. Retention is calculated from project completion rather than publication of the EIS on the grounds a major project may stretch over many years, and records pertinent to it should not be discarded while the project is still underway.

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Item 0003 (081): National Environmental Policy Act (NEPA) compliance files: Records of projects concluding in a Finding of No Significant Impact (FONSI).

Much of what was said above about item 0002 (080) is applicable here.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Has little or no research value. The existence of a FONSI will survive forever in the permanent records of the Federal Register. The details of how it was determined that a proposed project would not impact the environment do not merit permanent retention.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. Retention shorter than that for records of an EIS is tied to the assumption that the details of insignificant or no impact will be required for less time than the details of anticipated impact.

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Item 0004 (090): Records of amendments to an agency's CATEX list.

These records are created in the course of studying a project's environmental impact and concluding that its type should be added to an agency's list of published Categorical Exclusions. Records may include some of the same documentation found in items 0002 (080) and 0003 (090). The primary difference among the three items is how the story ends.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

*Has little or no research value. This item does not cover an agency's CATEX list itself (which isn't a document *per se*), but only records created in the course of attempting to add something to that list.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. No agency schedule reviewed as background for this schedule separates CATEX records from records of EISs, EAs, and FONSI. These schedules instead generally lump everything together in one bucket of "NEPA compliance" records. The breakout in this schedule reflects the fact that the retention period for CATEX records is linked to a unique event that does not happen in the business process of producing an EIS or FONSI. Ten-year retention is admittedly on the short side. Most agencies will likely retain these records longer for business use, but that is at their own discretion. It is longer than retention for item 0003 because the impact of a CATEX is longer lasting. It may cover multiple future projects, whereas a FONSI or EIS is focused on an individual project.

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Item 0005 (100): Review of other agencies' NEPA documents: Documents to which agency responds.

Item 0006 (101): Review of other agencies' NEPA documents: Documents to which agency does not respond.

These are appraised in tandem as the toggle separating them is only to facilitate efficient disposal.

Proposed Disposition

Temporary

Appropriateness of Proposed Disposition

Appropriate

Appraisal Justification

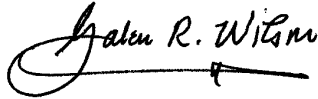
*Has little or no research value. The agency using either of these items is not the entity responsible for NEPA compliance. These are purely administrative records whose sole purpose is to document an agency's own interaction with a project for which another agency is the record keeper.

Adequacy of Proposed Retention Period

Adequate from the standpoint of legal rights and accountability. Three-year retention for item 0005 (100) is in keeping with the traditional standard once published by GAO for the minimum amount of time program records should be retained. Immediate disposal for item 0006 (101) is appropriate for potentially unsolicited records on which an agency takes no action.

Media Neutrality

Approved



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**Appendix 1. Agency schedules covering environmental monitoring control records
(GRS 5.7, item 070; DAA-GRS-2018-000x-0001)**

Agency	Schedule	Item	Disposition	Superseded
Department of the Interior	N1-048-11-001, item 1	Environmental Policy. Includes policies, procedures, and guidance promulgated by OEPC; and internal-DOI and OEPC All-Hazards Preparedness, Response, and Recovery policy and guidance.	Permanent	No (see item Exclusion)
Department of the Interior	N1-048-11-001, item 8a	NEPA Rulemaking.	5 years	Yes
USGS	N1-057-08-006, item 907-01	NEPA Regulations, Policy, Procedures, and Guidance Documents.	5 years	Yes
Tennessee Valley Authority	N1-142-10-001, item 12a	Environmental Compliance Reference Records: environmental compliance-related reports, analyses, planning, reference, and supporting records used for reference and information.	Superseded or updated or no longer applicable	Yes
Tennessee Valley Authority	N1-142-10-001, item 12b	Environmental Compliance Routine Records: coordination, reference, working materials, and comments upon environmental assessments, protection, mitigation, and enhancements.	5 years	Yes
Tennessee Valley Authority	N1-142-10-001, item 12c	Environmental Compliance Administrative Records: environmental reviews, analyses, mitigation, projects, wildlife mitigation and rights, interests, disputes, regulatory compliance, etc.	10 to 20 years	Yes
NASA	N1-255-10-005, item A	General activities monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders	3, 10, 25, 75 years	Yes
NASA	N1-255-10-005, item B	Specific programs, projects and incidents. Records that document planning and carrying out of specific projects and programs. Includes 8 items/sub-items	10, 75 years, Permanent	Yes
Bonneville Power Administration	N1-305-07-001, item 12a	Environmental Compliance Records. Data and documents recording activities concerning SPA's compliance with environmental laws and regulations.	Superseded, updated, replaced	Yes
Bonneville Power Administration	N1-305-07-001, item 12b	Facilitative communications and comments upon environmental assessments, protection, mitigation, and	5 years	Yes

Agency	Schedule	Item	Disposition	Superseded
		enhancements of facilities, environmental compliance policies, fashion resource requirements, procedures, etc.		
Bonneville Power Administration	N1-305-07-001, item 12c	Environmental plans, reviews, analyses, policies, mitigation, projects, wildlife mitigation and rights, interests, disputes, regulatory compliance, or other power and transmission request-related business activities.	10-20 years	Yes
Heritage Conservation & Recreation Service	NC1-368-82-01, item 1b	Environmental impact statement correspondence files	3 years	Yes
Southwestern Power Administration	N1-387-09-001, item 199d	Environmental Regulatory Compliance Records	75 years	Yes
Southwestern Power Administration	N1-387-09-001, item 204	National Environmental Policy Act (NEPA) Support Documentation	3 years	Yes
Southeastern Power Administration	N1-388-00-001, item 24c	SEPA Environmental Compliance and Management General Correspondence.	15 years	Yes
Southeastern Power Administration	N1-388-00-001, item 24d	Non-SEPA Environmental Compliance and Management General Correspondence.	3 years	Yes
Federal Highway Administration	N1-406-09-020, item 5a2	Notice of Intent (NOI), EIS Implementation Plan, Community Relations Plan/Public Participation Plan, Records of Considerations, Mitigation Action Plan, technical reports, etc.	20 years	Yes
Federal Highway Administration	N1-406-09-020, item 5a3	NEPA Reference Documents including copies of final published NEPA document	Superseded obsolete	Yes
Federal Highway Administration	N1-406-09-020, item 5b	Federal Oversight Transportation Projects.	10 years	Yes
Federal Highway Administration	N1-406-09-020, item 5c3	NEPA Reference Documents	Superseded obsolete	Yes
Environmental Protection Agency	DAA-0412-2013-0017-0005	Enforcement records maintained by OECA and related to motor vehicles and motor vehicle engines, and Federal agency liaison files used to monitor and coordinate EPA contacts and activities with other federal agencies.	1 year	Yes
Department of Energy	N1-434-91-001, item 4	NEPA Files. Paper case files pertaining to environmental permit applications and permits.	Permanent	Yes
Minerals Management Service	N1-473-12-005, item 5F1	All records related to oil and gas environmental compliance monitoring EXCEPT monitoring projects but including those projects that specifically monitor whether a company is in compliance with environmental stipulations.	Permanent	Yes
Bureau of Ocean Energy Management	N1-589-12-004, item 4K3	Renewable Energy NEPA and Consultation	75 years	Yes

**Appendix 2. Agency schedules covering records of projects concluding in an EIS
(GRS 5.7, item 080; DAA-GRS-2018-000x-0002)**

Agency	Schedule	Item	Disposition	Superseded?
US Fish & Wildlife	N1-022-05-001, item 51a	NEPA Files: review and comment by USFWS of proposed actions and projects and their environmental impact	With related case file	Yes
U.S. Geological Survey	N1-057-01-003, item 907-01a	Environmental Impact Statement (EIS) Files.	5 years	Yes

Agency	Schedule	Item	Disposition	Superseded?
U.S. Geological Survey	N1-57-83-3, item 38a	Final EIS's with documentation and back-up materials.	5 years	Yes
U.S. Geological Survey	N1-057-01-003, item 907-01f	EIS Related Reports.	3 years	Yes
U.S. Geological Survey	N1-057-01-003, item 907-01g	General EIS Files.	3 years	Yes
USGS	N1-057-08-006, item 907-02	USGS Environmental Impact Statements (EIS), Environmental Assessments (EA), and Cooperating Agency Records related to the preparation, publication, and public review and comment of EISs and EAs prepared by the USGS for proposed activities that may impact the environment or when the USGS is a cooperating agency on another agency's NEPA document.	100 years	Yes
Bureau of Indian Affairs	N1-075-04-001, item 4314b	National Environmental Policy Act Project File. Contents: Include, but not limited to...Categorical Exclusion checklist, Environmental Assessment, Finding of No Significant Impact, Environmental Impact Statement, Record of Decision	Permanent	Yes
Bureau of Indian Affairs	N1-075-05-001, item 1304	NEPA Compliance Files. Records include draft environmental documents that are not part of a recommendation from a Regional Director, but subject to review by the Office, and cultural, archaeological, and natural resource information exempt from disclosure under FOIA and other statutes.	Permanent	Yes
U.S. Forest Service	DAA-0095-2017-0001-0001	Environmental Impact Statement (EIS) Documentation	Permanent	Yes
U.S. Forest Service	DAA-0095-2017-0001-0002	NEPA General. Environmental Assessments (EA) and Categorical Exclusion (CATEX) project files, findings of no significant impact (FONSI), etc.	15 years	Yes
Bureau of Reclamation	N1-115-94-007, item ENV 6.00	NEPA documents including Environmental Assessments (EA), Environmental Review (ER), Categorical Exclusion Checklists (CEC), Findings of No Significant Impact (FONSI), Records of Decisions, Environmental Commitment Checklist, and Final and Draft Environmental Impact Statements (EIS).	Permanent	Yes
Tennessee Valley Authority	N1-142-93-007, item 5	Fly Ash Environmental Assessments.	No longer needed	Yes
Tennessee Valley Authority	N1-142-10-001, item 12d	Environmental reviews, assessments, reports, analyses, studies, and aggregations of data concerning compliance with environmental laws, and regulations as they relate to protection, mitigation, and enhancement of wildlife affected by hydroelectric activities; pollution prevention and abatement.	30 years	Yes
Tennessee Valley Authority	N1-142-10-001, item 12e1	Environmental Compliance Long Term Records Data and documents recording environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, fish and wildlife programs, and other activities.	50 to 75 years	Yes

Agency	Schedule	Item	Disposition	Superseded?
Tennessee Valley Authority	N1-142-10-001, item 12e2	These records document TVA activities that established a precedent for changing policy, received extensive media coverage, resulted in significant controversy, were the subject of extensive litigation, and/or provided unique and significant information on the environment and habitats.	Permanent	Yes
Utah Reclamation Mitigation and Conservation Commission	N1-220-07-002, item ENV 6.00	National Environmental Policy Act (NEPA) Compliance Activities. Supporting documentation, drafts, and materials on NEPA documents including Environmental Assessments, Environmental Review, Categorical Exclusion Checklists, Findings of No Significant Impact, Records of Decisions, Environmental Commitment Checklist, and Final and Draft Environmental Impact Statements.	Permanent	Yes
Bonneville Power Administration	N1-305-90-002, item EQ-14	Environmental Impact Statements	Permanent	Yes
Bonneville Power Administration	N1-305-07-001, item 12d	Substantive environmental reviews, assessments, reports, analyses, studies, and aggregations of data concerning compliance with environmental laws, regulations, and policies.	30 years	Yes
Bonneville Power Administration	N1-305-07-001, item 12e1	Environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, fish and wildlife programs, and other activities having long-term reference, regulatory, or research and informational value long after the records are closed.	50-55 years	Yes
Bonneville Power Administration	N1-305-07-001, item 12e2	Historically significant environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, fish and wildlife programs....	Permanent	Yes
Bureau of Engraving & Printing	N1-318-04-024, item 12a	Environmental Assessments and Other Environmental Studies. Final published report.	Permanent	Yes
Bureau of Engraving & Printing	N1-318-04-024, item 12b	Environmental Assessments and Other Environmental Studies. Background documentation and other documentation not otherwise addressed.	30 years	Yes
Heritage Conservation & Recreation Service	NC1-368-82-01, item 1c	Cases resulting in a "no adverse effect" determination	7 years	Yes
Heritage Conservation & Recreation Service	NC1-368-82-01, item 1d1	Cases ... that significantly interpret legislation or regulations; gain national, regional, or local attention because of Congressional or public interest and involvement; or result in the formation or significant modification of agency policy.	Permanent	Yes
Heritage Conservation & Recreation Service	NC1-368-82-01, item 1d2	Cases resulting in a Memorandum of Agreement. All other cases	8 years	Yes
Heritage Conservation & Recreation Service	NC1-368-82-01, item 1e	All cases resulting in Council/Panel Meeting	Permanent	Yes
Southwestern Power Administration	N1-387-09-001, item 198	Environmental Impact Statements, supplemental analyses, environmental assessments, categorical exclusion documents, environmental checklists, action	Permanent	Yes

Agency	Schedule	Item	Disposition	Superseded?
		description memoranda, other records used to reach a categorical exclusion determination, and documentation supporting compliance with other environmental statutes coordinated with the NEPA process.		
Southeastern Power Administration	N1-388-00-001, item 24e	Review and Approval Process for Environmental Assessments, Environmental Impact Statements, and Categorical Exclusions. ... Signed Findings of No Significant Impact, approved EA's, Public Involvement Plan (if applicable), public comment letters, and Federal Register notices are considered essential NEPA documents for this file.	Permanent	Yes
Federal Railroad Administration	DAA-0399-2014-0001-0002	The Project Case Files reflecting a complete history of each project from initiation through research, development, design and testing, through completion. Includes EISs.	15 years	Yes
Federal Railroad Administration	DAA-0399-2014-0001-0004	Environmental Impact Statements not incorporated into the project case file.	20 years	Yes
Federal Highway Administration	N1-406-09-020, item 5a1	Final NEPA Documents Include published versions of the Draft EISs, Final EISs. Supplemental EISs, RODs, EAs, and FONSI.	Permanent	Yes
Federal Highway Administration	N1-406-09-020, item 5c1	Tier 1 EIS Projects focusing on broad Issues such as general location, mode choice, and area-wide air quality and land use implications of the major alternatives.	30 years	Yes
Federal Highway Administration	N1-406-09-020, item 5c2	Tier 1 projects that are anticipated to have all Tier 2 NEPA documents completed in less than 10 years.	10 years	Yes
Federal Transit Administration	N1-408-05-001, item 7100-1a	Environmental Impact Statements	3 years	Yes
Environmental Protection Agency	DAA-0412-2013-0017-0001	Historically significant compliance and enforcement records. (Note: Beginning in 2012, NEPA-related documents are directly input into the ENEPA system by submitting entities. OFA manages ENEPA and is responsible for transferring the record copy to the National Archives.). Also EPA-prepared EISs and environmental assessments (EAs).	Permanent	No
Department of Energy	N1-434-98-001, item 25a	Uranium Mills Tailings Remedial Action (UMTRA) Project.	Permanent	Yes
Department of Energy. Naval Nuclear Propulsion Program	DAA-0434-2015-0009-0070	National Environmental Policy Act (NEPA). Consists of Environmental Impact Statements, Environmental Assessments, and Categorical Exclusion Records, which are required for proposed major federal actions that significantly affect the quality of the human environment. The Prime Contractors retain the record copy of all NEPA records	Permanent	Yes
Centers for Disease Control	N1-442-01-001, item 14	Records Created for Environmental Assessments of CDC sites and to present a preliminary review of their environmental condition. Records include: Environmental Assessments, Environmental Impact Statements, Records of Site Assessment, Corrective Action Plans, Technical Plans for Remedial Actions, Compliance Action Plans, and Completion Reports.	50 years	Yes

Agency	Schedule	Item	Disposition	Superseded?
Minerals Management Service	N1-473-12-005, item 5f1	All records related to oil and gas environmental compliance monitoring EXCEPT monitoring projects but including those projects that specifically monitor whether a company is in compliance with environmental stipulations and further include (a) Final Environmental Study Reports and (b) Environmental Study Case Records.	Perm	Yes
Minerals Management Service	N1-473-12-005, item 5l (5-el)	Liquefied Natural Gas (LNG) Projects including but not limited to NEPA document development (environmental assessments and environmental impact statements), & application completeness review for NEPA compliance	25 years	Yes
Bureau of Ocean Energy Management	N1-589-12-004, item 4d6	NEPA Compliance for Lease Sales (AAH). All records related to preparing Environmental Assessments (BAs) or Environmental Impact Statements (EISs) in support of individual Offshore OCS oil and gas lease sales.	75 years	Yes
Bureau of Ocean Energy Management	N1-589-12-005, item 5b1	NEPA Categorically-Excluded Activities (AAN). All records related to NEPA Categorical Exclusion Review (CER) of OCS oil and gas plans (BPs, DOCDs, DPPs,), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests.	25 years	Yes
Bureau of Ocean Energy Management	N1-589-12-005, item 5b2	NEPA Compliance -Environmental Assessments and Environmental Impact Statements-For Oil Gas Plans (AAO) & NEPA Compliance -Environmental Assessments and Environmental For Oil and Gas Permits (ACD).	25 years	Yes
Bureau of Ocean Energy Management	N1-589-12-005, item 5b4	NEPA Compliance for Programmatic Issues (AAX) All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues.	25 years	Yes
U.S. Marine Corps	DAA-0127-2017-0004-0001	NEPA-Process Automation and Management Support Master File. Data elements include but are not limited to Requests for Environmental Impact Review (REI Rs) and supporting documentation, analysis of potential environmental impacts, required conservation and mitigation measures, records of regulatory consultation and public involvement, and interim and final determinations on proposed projects.	30 years	Yes
Fed Energy Regulatory Comm.	N1-138-06-001, item 1a	Pre-filings related to gas pipeline certificates (PF Dockets). Files consist of environmental assessments, compliance reports, informational correspondence, notices, applications, comments, memoranda and other scoping issues related to the pre-application process for gas pipeline projects.	20 years	Yes

**Appendix 3. Agency schedules covering projects concluding in a FONSI
(GRS 5.7, item 081; DAA-GRS-2018-000x-0003)**

No agency appears to have scheduled these records in a stand-alone item. The following schedules intermix FONSI with EISs, EAs, and CATEX files. They have already been listed above in Appendix 2.

These items are therefore partially superseded by two GRS items.

Agency	Schedule	Item	Disposition	Superseded
Bureau of Indian Affairs	N1-075-04-001, item 4314b	National Environmental Policy Act Project File. Contents: Include, but not limited to...Categorical Exclusion checklist, Environmental Assessment, Finding of No Significant Impact, Environmental Impact Statement, Record of Decision	Permanent	Yes
U.S. Forest Service	DAA-0095-2017-0001-0002	NEPA General. Environmental Assessments (EA) and Categorical Exclusion (CATEX) project files, findings of no significant impact (FONSI), etc.	15 years	Yes
Bureau of Reclamation	N1-115-94-007, item ENV 6.00	NEPA documents including Environmental Assessments (EA), Environmental Review (ER), Categorical Exclusion Checklists (CEC), Findings of No Significant Impact (FONSI), Records of Decisions, Environmental Commitment Checklist, and Final and Draft Environmental Impact Statements (EIS).	Permanent	Yes
Utah Reclamation Mitigation and Conservation Commission	N1-220-07-002, item ENV 6.00	National Environmental Policy Act (NEPA) Compliance Activities. Supporting documentation, drafts, and materials on NEPA documents including Environmental Assessments, Environmental Review, Categorical Exclusion Checklists, Findings of No Significant Impact, Records of Decisions, Environmental Commitment Checklist, and Final and Draft Environmental Impact Statements.	Permanent	Yes
Southeastern Power Administration	N1-388-00-001, item 24e	Review and Approval Process for Environmental Assessments, Environmental Impact Statements, and Categorical Exclusions. ... Signed Findings of No Significant Impact, approved EA's, Public Involvement Plan (if applicable), public comment letters, and Federal Register notices are considered essential NEPA documents for this file.	Permanent	Yes
Federal Highway Administration	N1-406-09-020, item 5a1	Final NEPA Documents Include published versions of the Draft EISs, Final EISs. Supplemental EISs, RODs, EAs, and FONSI's.	Permanent	Yes

Appendix 4. Agency schedules covering review of other agencies' NEPA documents (GRS 5.7, items 100 [DAA-GRS-2018-000x-0005] and 101 [DAA-GRS-2018-000x-0006])

Agency	Schedule	Item	Disposition	Superseded
U.S. Geological Survey	N1-57-83-3, item 38b	Bureau comments of EIS's created by other agencies. (Restated in N1-57-08-6, item 907-03, but the 1983 item remains the authority.)	10 years	Yes, by item 100 (0005)
U.S. Geological Survey	N1-057-01-003, item 907-01d	EIS's created in other agencies and no bureau review is required.	No longer needed	Yes, by item 101 (0006)
U.S. Geological Survey	N1-57-08-6, item 907-04	Periodic reports on the status of Bureau review of NEPA and other environmental documents prepared by other agencies	5 years	Yes, by item 100 (0005)