

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

LEAVE BLANK
JOB NO  NC1-429-79-1
DATE RECEIVED May 7, 1979
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10
6-13-80 <i>James P. O'Neil</i> Date <i>acting</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**Executive Office of the President**

2 MAJOR SUBDIVISION  
**Office of Administration**

3 MINOR SUBDIVISION  
**Information Management and Services Division**

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

5 TEL EXT  
**395-3914**

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 18-20 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 5/4/79	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Nell Soering</i>	E. TITLE Records Management Officer/Acting
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	See Attached Records Control Schedule:  Council on Environmental Quality		

*copy to  
10 NEW  
NWB  
NWH  
NL  
INF*

*Change per MG of NARS & SR of EOP 1-24-80  
& per MG of NARS & U.D. of EOP 5-9-80*

*37 items*

## RECORDS OF THE COUNCIL ON ENVIRONMENTAL QUALITY

The Council on Environmental Quality was established by the National Environmental Policy Act of 1969 (83 Stat. 852; 42 U.S.C. 4321 et Seq.) to formulate and recommend national policies to promote the improvement of the quality of the environment. The Office of Environmental Quality, which provides staff for the Council, was subsequently established by title II of the Environmental Quality Improvement Act of 1970 (84 Stat. 144; 42 U.S.C. 4372).

The Council consists of three members appointed by the President by and with the advice and consent of the Senate. One of the members is designated by the President as Chairman. The Council is located within the Executive Office of the President.

The Council develops and recommends to the President policies to further environmental quality, performs a continuing analysis of changes or trends in the environment, reviews and appraises the extent to which federal actions contribute to environmental quality and assists in coordinating federal activities affecting the environment, oversees the environmental impact statement process, and prepares the President's annual environmental quality report to the Congress.

Records Common to All Offices

1. Office Reference Material.

The Office reference material consists of extra copies of record materials retained solely for convenience of reference; information and reference copies of correspondence and other papers on which no action is necessary; preliminary drafts of letters, memoranda, reports, studies, preliminary worksheets and informal notes that do not add significant data or substance in the final steps of the preparation of an official record; shorthand notes, including stenographic notebooks and stenotype tapes, that have been transcribed; abstracts of correspondence, route slips, and letters of transmittal that do not contain significant information; stocks of publications and processed documents maintained for distribution purposes; catalogues, trade journals, and other publications or printed material received from other Government agencies, commercial firms, or private institutions, which require no action or supplement the official record.

TEMPORARY. Cut-off every 2 years.  
 Destroy on site when 2 years old or when no longer needed, whichever is sooner.

2. Personal Papers.

Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of a CEQ employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files.

TEMPORARY. Dispose when no longer needed.

3. National Environmental Policy Act (NEPA) Guidelines and/or Regulations Files.

These files contain drafts, CEQ staff comments, correspondence and memoranda, and questionnaires to and responses from Government agencies pertaining to the development of NEPA guidelines and/or regulations. The

record set of CEQ guidelines and/or regulations are maintained in the General Counsel's Office.

TEMPORARY. Destroy on site when regulations have been issued.

4. Annual Report Files.

These files contain drafts of various chapters and tables of the CEQ Annual Report. The record copy of the Annual Report is maintained by the Office of Public Information.

TEMPORARY. Destroy on site when Annual Report has been issued.

5. Reports and Studies Files.

These files contain background materials, drafts, brochures, copies of newspaper clippings, articles and various other information and information sources. The record copies of the reports and studies are maintained by the Office of Public Information.

TEMPORARY. Destroy on site after the report or study has been issued.

6. Contract Files.

These files contain copies of contracts entered into by the program areas. The accountable officer's copies of the contracts are maintained by the CEQ Administrative Office. The accountable officers copies of the contracts are also maintained by the Financial Management Division, Office of Administration.

TEMPORARY. Destroy on site when contract is terminated or completed.

7. White House Correspondence Files.

These files are arranged alphabetically and contain routine referrals from the White House and CEQ's replies, involving no administrative actions, no policy decisions, and no special compilations or research.

TEMPORARY. Cut-off every 2 years.  
Destroy on site when 2 years old.

#### 8. Legislative Information Files.

The legislative clearance files contain copies of correspondence from Congress and other Government agencies, including printed materials.

TEMPORARY. Cut-off at end of each Congress.  
Destroy on site when 2 years old or when no longer needed, whichever is sooner.

#### 9. Congressional Correspondence Files.

These files are arranged alphabetically and contain routine correspondence from the Congress and CEQ's replies. Also included are legislative clearance items transmitted to OMB.

TEMPORARY. Cut-off every 2 years.  
Destroy on site when 2 years old or when no longer needed, whichever is sooner.

#### 10. Public Correspondence Files.

These files are arranged alphabetically and contain routine inquiries for information and CEQ's replies, involving no administrative actions, no policy decisions, and no special compilations or research.

TEMPORARY. Cut-off every 2 years.  
Destroy on site when 2 years old.

#### 11. Administrative Files.

The administrative files relate to the internal organization and management of the Council or the staff units, including chronological files, work plans, record schedules, and lists of retired files.

TEMPORARY. Cut-off every 2 years.  
Destroy on site when 2 years old or when no longer needed, whichever is sooner.

Records of the Chairman

The records of this Office reflect the role of the CEO Chairman for the administration of the Council's responsibilities, including those under the National Environmental Policy Act to formulate and recommend national policies to the President to promote the improvement of the quality of the environment.

12. Chairman's Subject Files.

These subject files are arranged alphabetically by subjects and include copies of internal memoranda and other outgoing material prepared by the Council staff. Also included are copies of information from other sources such as; Federal agencies, industry, and State and local interests.

PERMANENT.

Cut-off every 4 years *and transfer*  
~~Transfer to EOP Depository every 4 years.~~  
~~Transfer to ERC, every 4 years.~~  
 Offer to NARS when 12 years old.

13. Central Agency (includes the White House) Correspondence Files.

These agency correspondence files contain those items prepared by Council staff that require the signature of the Chairman of the Council or its Members. The records consist of incoming and outgoing correspondence providing advice on environmental matters. The records are arranged alphabetically by agency and are maintained by the Administrative Office.

PERMANENT.

Cut-off every 4 years *and*  
~~Transfer to EOP Depository every 4 years.~~  
~~Transfer to ERC, every 4 years.~~  
 Offer to NARS when 12 years old.

14. Chairman's Chronological File.

The Chairman's chronological file contains copies of correspondence signed by the Chairman and others. The file is arranged chronologically by month.

PERMANENT.

Cut-off every 4 years *and*  
~~Transfer to EOP Depository every 4 years.~~  
~~Transfer to ERC, every 4 years.~~  
 Offer to NARS when 12 years old.

Records of the Council's Members

The records of this Office reflect the responsibilities of the Council's Members to provide advice to the Chairman and Council on policy issues.

15. Council Members' Subject Files.

These files relate to the Council Members' various responsibilities on environmental issues, and consist of incoming and outgoing correspondence, internal memoranda, and related pertinent background materials. The files are arranged alphabetically by subject.

PERMANENT. Cut-off every 4 years *and*  
~~Transfer to EOP Depository every 4 years.~~  
Transfer to FRC, ~~every 4 years.~~  
Offer to NARS when 12 years old.

Records of the Office of the Executive Director

The records of this Office reflect the responsibility of the Executive director to provide advice to the Chairman and Council on all policy and management issues.

16. Executive Director's Subject Files.

These files relate to those issues for which the Council has legal responsibility and authority to monitor. The files include internal memoranda signed by the Executive Director documenting advice given to the Chairman and the Council Members. Also included in these files are the internal directives issued at the agency level, organization charts, and related files which document the organization and functions of the agency. The files are arranged by function and by subject thereunder.

PERMANENT.

Cut-off every 4 years *and*

~~Transfer to EDP Depository every 4 years~~

Transfer to FRC, ~~every 4 years~~

Offer to NARS when 12 years old.



Records of the Office of the Deputy Executive Director

The records of this Office reflect its responsibilities to serve as general deputy for the Executive Director and to assist in the administration, coordination, and completion of Council-wide projects such as, Environmental Messages, Performance, and Achievement Reports and the Section 309/NEPA referral process.

17. Deputy Executive Director's Subject Files.

These files relate to environmental issues handled by the Office of the Executive Director and consist of memoranda, correspondence and other related materials pertaining to the development, issuance, and implementation of the President's Message on the Environment. The files are arranged by function and by subject thereunder.

PERMANENT. Cut-off every 4 years *and*  
~~Transfer to EOP Depository every 4 years~~  
 Transfer to ERC, ~~every 4 years~~  
 Offer to NARS when 12 years old.

18. Section 309/NEPA Referral Case Files.

These files contain the challenges from the public to Federal agencies on Environmental Impact Statements or other Federal agencies and are filed chronologically as each case is received. Included, but not limited to, are minutes of meetings chaired by CEQ concerning 309/NEPA referrals, memos and letters to and from Federal agencies, and CEQ's decision on 309/NEPA referrals.

PERMANENT. *closed case files*  
 Cut-off every 4 years *and*  
~~Transfer closed case files to EOP Depository every 4 years.~~  
 Transfer to ERC, ~~every 4 years.~~  
 Offer to NARS when 12 years old.

Records of the Office of the General Counsel

The records of this Office reflect its responsibilities to develop and promulgate the Council's regulations which implement the National Environmental Policy Act (NEPA), coordinate with the Department of Justice to ensure uniform Federal agency interpretations of NEPA, coordinate the Council's legislative review process, and provide legal advice to the Council and other staff units.

19. General Counsel's Subject Files.

These files document the General Counsel's legal advice to the Council Chairman and staff members. Also included are files reflecting the legal advice and information furnished to the Justice Department for prosecution of lawsuits against CEQ, including inter- and intra-agency correspondence and related material. The files are arranged by function and by subject thereunder.

PERMANENT. Cut-off ever 4 years *and*  
~~Transfer to EOP Depository every 4 years~~  
 Transfer to FRC every 4 years  
 Offer to NARS when 12 years old.

20. Environmental Impact Statements (EIS's) Files. (1970-77)

~~Required by the National Environmental Policy Act of 1969 (NEPA), Public Law 91-190, January 1, 1970 (42 USC 4321-4347), Title 1, section 102. With every recommendation or report on proposals for legislation and other major Federal actions significantly affecting the quality of the environment, a detailed statement by the responsible official is to be made available to CEQ, consisting of: the environmental impact of the proposed action; any adverse environmental effects which cannot be avoided should the proposal be implemented; alternatives to the proposal action; the relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity; and any irreversible and irretrievable commitments of resources which would be involved in the proposed actions should it be implemented. The files are arranged chronologically by consecutive number. (As of January 1, 1978, this function was transferred to the Environmental Protection Agency by Reorganization Plan 1, 1977).~~

*Disposition not approved*

~~PERMANENT. EIS's created January 1970 through December 31, 1977.  
Cut-off December 31, 1977.  
Transfer to FRS when no longer needed for administrative purposes.  
Offer to NARS when 1970-77 files are complete.~~

21. Litigation Files.

These files reflect the legal advice and information furnished to the Justice Department for prosecution of lawsuits, including inter and intra agency correspondence and related material.

TEMPORARY. Cut-off every 2 years.  
Retire to EOP Depository when 4 years old.  
Send to FRC and destroy when 5 years old.

*Environmental Health and Toxic*  
Records of <sup>Sub</sup>stances Office

The records of this office are concerned primarily with the effects of toxic substances on human health and on the environment, and with the control of toxic substances.

22. Environmental Health and Toxic Substances Subject Files.

These files are arranged by function and by subject thereunder, such as Carbon Tetrachloride, DNA, Pesticides, and other issues which CEQ addresses, by request or on their own authority. The files consist of inter- and intra-office memoranda, letters to and from other agencies, private industry, institutions of higher learning, and related pertinent background material.

PERMANENT. Cut-off when ~~action has been completed~~ *all*  
~~Transfer completed action issues to EOP~~  
~~Depository every 4 years~~ *and*  
 Transfer to FRC, ~~every 4 years~~  
 Offer to NARS when 12 years old.

23. Toxic Substances Strategy Committee Files.

These files contain correspondence and technical studies on toxic substances received from government agencies, private industry, and institutions of higher learning. These files are arranged by subject and alphabetically thereunder.

PERMANENT. Cut-off every 4 years *and*  
~~Transfer to EOP Depository every 4 years.~~  
 Transfer to FRC, ~~every 4 years.~~  
 Offer to NARS when 12 years old.

Records of the Energy and Resource Recovery Office

The records of this Office reflect the responsibilities relating to major energy policy issues, including energy conservation and solar, nuclear, and fossil fuel energy development.

24. Energy and Resource Recovery Subject files.

These program files are arranged alphabetically by Research and Development subject, and alphabetically by energy fuels, such as research and development, solar energy, coal, fission power and natural gas and other issues which CEQ addresses by request or on their own authority. These files consist of inter- and intra-office memoranda, letters to and from other agencies, private industry and individuals, and related pertinent background material.

PERMANENT.      Cut-off when action has been completed.  
                     Transfer completed action issues ~~to EOP~~  
                                     ~~Depository~~ every 4 years.  
                     ~~Transfer~~ to ERC every 4 years.  
                     Offer to NARS when 12 years old.

Records of the Office of Environmental Data and Monitoring

The records of this Office are concerned with providing data and analytic support for other Council activities; maintaining and improving the Council's environmental data system, analysis, and reports, and data and monitoring programs of other Federal agencies.

25. Environmental Data and Monitoring Subject Files.

These files are arranged by function and by subject thereunder, such as: Interagency Task Force on Environmental Data and Monitoring; and the UPGRADE Project. The files consist of inter- and intra-office memoranda, letters to and from other agencies, the public, private industry, and institutions of higher learning.

PERMANENT. Cut-off every 4 years *and*  
~~Retire to EOP Dispository every 4 years.~~  
~~Transfer to FRC every 4 years.~~  
Offer to NARS when 12 years old.

Records of the Economics and Pollution Control Office

The records of this Office reflect its responsibilities regarding economic issues such as the effects of environmental protection policies on employment and economic growth, and its responsibility for pollution control issues (air, water, noise, etc.).

26. Subject Files for Economic Issues.

These subject files are arranged alphabetically by economic issues, such as, Economic Assistance, Environmental Economist, Macroeconomics, Economic Impact of Air Pollution Controls, Municipal Sewage and the Economic Impact, and other related subjects, and also covers analyses of economic issues which are addressed by CEQ, but are not covered in reports or studies by or for CEQ. These files consist of inter- and intra-office memoranda, letters to and from other agencies, and related pertinent background material.

PERMANENT. Cut-off every 4 years *and*  
~~Transfer to EOP Depository every 4 years.~~  
 Transfer to FRC ~~every 4 years.~~  
 Offer to NARS when 12 years old.

27. Pollution Control Subject Files.

These files are arranged alphabetically by Government agencies and by subject, such as: EPA-Solid Waste; ERDA-Waste Management; and ICC-Import Statement Fees and other issues which CEQ addresses, by request or on their own authority. The files consist of inter- and intra-office memoranda, correspondence with government agencies, private industry, and related pertinent background material.

PERMANENT. Cut-off ~~every 4 years.~~ *all*  
~~Transfer~~ completed action issues to EOP  
 Depository every 4 years *and*  
 Transfer to FRC, ~~every 4 years.~~  
 Offer to NARS when 12 years old.

Records of the International Affairs and Oceans Office

The records of this Office reflect its responsibilities to provide policy guidance on environmental areas that relate to international affairs and oceans.

28. International Affairs subject Files.

These files are arranged by function and by subject thereunder that relate to international affairs and oceans and consist of internal memoranda, letters to and from Federal agencies, memoranda to the White House, substantive letters to and from private industry, the public, and related pertinent background material.

PERMANENT. Cut-off every 4 years *and*  
~~Transfer to EOP Depository every 4 years.~~  
Transfer to FRC, ~~every 4 years.~~  
Offer to NARS when 12 years old.



Records of the Natural Resources Office

The records of this Office reflect its responsibilities for the protection, management, and use of public lands, water, agriculture, mineral and natural resources.

29. Natural Resources Subject Files.

These files are arranged alphabetically by Government agencies, by State and by project such as: Corps of Engineers Projects, Bureau of Reclamation Projects and projects by State and includes action issues which CEQ addresses, by request or on their own authority. The files consist of inter- and intra-office memoranda, letters to and from other agencies, and related pertinent background material.

PERMANENT.

Cut-off ~~every 4 years~~ *all*  
 Transfer completed action issues to ~~EOP~~  
~~Repository~~ every 4 years *and*  
 Transfer to FRC ~~every 4 years~~  
 Offer to NARS when 12 years old.

Records of the Land Use and Wildlife Office

The records of this Office reflect its responsibilities for urban and rural land use, wildlife and related NEPA issues.

30. Land Use and Wildlife Subject Files.

These subject files are arranged alphabetically by Government agencies, and by environmental issues or probable issues such as: Noise at National Airport, Darian Gap Highway, and Land use in Grand Teton National Park and other issues which CEQ addresses, by request or on their own authority. The files consist of inter- and intra-office memoranda, letters to and from other agencies, and related pertinent background material.

PERMANENT.

Cut-off ~~every 4 years~~ *all*  
 Transfer completed action issues to EOP  
 Depository every 4 years *and*  
 Transfer to FRC, ~~every 4 years~~.  
 Offer to NARS when 12 years old.

Records of the Office of Public Information

The records of this Office reflect its responsibility to disseminate information regarding the policy and actions of the Council.

31. Information Files.

These information files are filed alphabetically by subject and consist of CEQ informational releases, press conference transcripts, official speeches, etc.

PERMANENT. Cut-off every 4 years *and*  
~~Transfer to EOP Depository every 4 years.~~  
~~Transfer to FRC, every 4 years.~~  
 Offer to NARS when 12 years old.

32. Annual Report Files.

File contains record copy of CEQ annual report.

PERMANENT. Cut-off every year *and place in inactive file.*  
~~Transfer to EOP Depository every 4 years.~~  
~~Transfer to EAC, every 4 years.~~ *inactive file to FRC every*  
*4 years.* Offer to NARS when 12 years old.

33. Reports and Studies Files.

These files contain the record copy of all published CEQ reports and studies. The files are arranged alphabetically by title.

PERMANENT. Cut-off every 4 years *and*  
~~Transfer to EOP Depository every 4 years.~~  
~~Transfer to FRC, every 4 years.~~  
 Offer to NARS when 12 years old.

34. Guidelines and Regulations Files.

These files contain a complete record set of the Council's guidelines and regulations and any revisions thereto and are arranged in chronological order as issued.

PERMANENT. Cut-off every 4 years.  
~~Retire to EOP Depository 4 years~~  
 after each revision *and*  
~~Transfer to FRC, every 4 years.~~  
 Offer to NARS when 12 years old.



Records of the Administrative Office

36. Budget Policy Files.

Correspondence or subject files such as policy and allowance letters and other materials documenting policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for programs.

TEMPORARY. Cut-off every fiscal year.  
Destroy on site when 4 years old.

37. Budget Estimates and Justifications Files.

Copies of budget estimates and justifications prepared or consolidated in the Administrative Office. Included are appropriation language sheets, narrative statements, and related schedules and data. Also included are supplemental appropriation requests and justifications.

TEMPROARY. Cut-off every fiscal year.  
Destroy on site when 4 years old.