

INACTIVE -- ALL ITEMS INACTIVATED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-GRS-2018-0009**

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2018-0009**

Schedule Status **Modified Approved Version**

Agency or Establishment **General Records Schedules (National Archives and Records Administration)**

Record Group / Scheduling Group **General Records Schedules**

Records Schedule applies to **Government-wide**

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

Internal agency concurrences will be provided **No**

Background Information **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 reports on administrative functions to external entities
- interaction with the U.S. Office of Special Counsel concerning allegations and claims that fall under its jurisdiction
- administrative activities in response to environmental protection laws and regulations (records created and collected by agencies whose mission is care and protection of the environment or historic preservation must schedule records independently)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

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Outline of Records Schedule Items for DAA-GRS-2018-0009

Sequence Number	
1	Environmental monitoring control records. Disposition Authority Number: DAA-GRS-2018-0009-0001
2	National Environmental Policy Act (NEPA) compliance files. Disposition Authority Number: DAA-GRS-2018-0009-0002
3	Records of amendments to an agency's Categorical Exclusion (CATEX) list. Disposition Authority Number: DAA-GRS-2018-0009-0003
4	Review of other agencies' NEPA documents. Disposition Authority Number: DAA-GRS-2018-0009-0004
5	National Historic Preservation Act (NHPA) Section 106 compliance files. Disposition Authority Number: DAA-GRS-2018-0009-0005

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Records Schedule Items

Sequence Number

1

Environmental monitoring control records.

Disposition Authority Number DAA-GRS-2018-0009-0001

Records documenting general activities to monitor the environment, conduct operations in an environmentally acceptable manner, and comply with Federal, state, and local environmental laws and regulations such as the National Environmental Policy Act, National Historical Preservation Act Section 106, Clean Water Act, Clean Air Act, Resource Conservation and Recovery Act, Endangered Species Act, and Emergency Planning and Community Right-to-Know Act. Includes: • policy, instructions, and guidance received by the agency for oversight and coordination of 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 • environmental baseline documentation Note: GRS 2.7, Employee Health and Safety Records, covers records of workplace environmental monitoring. Exclusion: Records of environmental quality policy, instructions, and guidance at agencies whose mission is environmental monitoring and protection or historic preservation (agencies must schedule these separately).

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.7, item 070	

Inactive Status Explanation "The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."

Disposition Instruction

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Retention Period

Destroy when 5 years old or when superseded or obsolete, whichever is later, but longer retention is authorized if required for business use.

Additional Information

GAO Approval

Not Required

National Environmental Policy Act (NEPA) compliance files.

Disposition Authority Number

DAA-GRS-2018-0009-0002

Records of environmental reviews required for proposed major Federal actions (as defined by 40 CFR 1508.18) that affect the quality of the human environment, from initiation through completion, concluding in an Environmental Impact Statement (EIS) or Finding of No Significant Impact (FONSI). Includes: • background, planning, and development records • assessments, reports, analyses, studies, and aggregations of data • archaeological, biological, and hazard reviews • meeting minutes, correspondence • environmental and socio-economic analyses • financial calculation records • records of public meetings, adjudicatory 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 documents • decision documents • technical plans for remedial actions • draft and final Environmental Assessment (EA) feeding into an EIS or FONSI • draft and final EIS or FONSI • other supplementary materials Exclusion 1: Records of Federal Register notices associated with EIS, EA, or FONSI publication; GRS 6.6, item 040 covers these. Exclusion 2: 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 (agencies must schedule these separately). Exclusion 3: NEPA compliance records at agencies whose mission is environmental monitoring and protection (agencies must schedule these separately).

Final Disposition

Temporary

Item Status

Inactive

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Manual Citation

Manual Title

GRS 5.7, item 080

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Inactive Status Explanation

"The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."

Disposition Instruction

Retention Period

Destroy 10 years after completing the associated project, but longer retention is authorized if required for business use.

Additional Information

GAO Approval

Not Required

Records of amendments to an agency's Categorical Exclusion (CATEX) list.

Disposition Authority Number DAA-GRS-2018-0009-0003

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. Exclusion 1: Records of Federal Register notices associated with CATEX publication; GRS 6.6, item 040 covers these. Exclusion 2: Amendments to an agency's CATEX list made via the rulemaking process (GRS 6.6, items 010, 020, and 030 cover these).

Final Disposition

Temporary

Item Status

Inactive

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Manual Citation	Manual Title
GRS 5.7, item 090	

Inactive Status Explanation

"The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."

Disposition Instruction

Retention Period

Destroy 10 years after amendment is approved or rejected, but longer retention is authorized if required for business use.

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Additional Information

GAO Approval Not Required

Review of other agencies' NEPA documents.

Disposition Authority Number DAA-GRS-2018-0009-0004

Records created in the course of reviewing NEPA documents produced by other agencies regarding projects where another agency is the project lead. Exclusion: Records at agencies whose mission is environmental monitoring and protection (agencies must schedule these records separately).

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.7, item 100	

Inactive Status Explanation "The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."

Disposition Instruction

Retention Period Destroy when 3 years old, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

National Historic Preservation Act (NHPA) Section 106 compliance files.

Disposition Authority Number DAA-GRS-2018-0009-0005

Records of activities taken to assess and address the potential effects on historic properties of undertakings carried out, assisted, licensed, permitted, or approved by Federal agencies, per requirements of NHPA Section 106, that result in • a finding of no potential to affect historic properties • a finding of no effect to historic properties • a finding of no adverse effect to historic properties • a memorandum of agreement (MOA) or programmatic agreement (PA) to resolve

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the adverse effects to historic properties • other program alternatives outlined in 36 CFR 800.14 Records include: • records of identifying, notifying, and consulting with appropriate parties, such as State Historic Preservation Offices, Tribal Historic Preservation Offices, Indian tribes, Native Hawaiian organizations, local governments, applicants, and other consulting parties • public notices or other communications with the public • determination of area of potential effects • documents on identifying and evaluating historic properties • records assessing potential for adverse effects on historic properties • records on developing and evaluating alternatives and ways to avoid, minimize, or mitigate adverse effects on historic properties

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Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.7, item 110	

Inactive Status Explanation "The ACR Manager and ACRS Supervisor determined not to issue the GRS and therefore it is not valid for use."

Disposition Instruction

Retention Period Destroy 10 years after completing the undertaking; or after the executed MOA, PA, or other program alternative expires, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/25/2018	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2019	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/03/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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