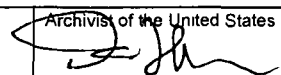


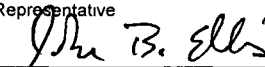
Request for Records Disposition Authority (See Instructions on reverse)	
To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment) Environmental Protection Agency	
2 Major Subdivision	
3 Minor Subdivision	
4 Name of Person with whom to confer John B Ellis	5 Telephone (include area code) 202-566-1643

Leave Blank (NARA Use Only)	
Job Number NI-270-11-1	
Date Received 4/19/11	
Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date 27 Oct 11	Archivist of the United States 

6 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 on the attached 3 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative 	Title Agency Records Officer	Date (mm/dd/yyyy) 04/14/11
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Gulf Coast Ecosystem Restoration Task Force		

Draft Records Schedule

Draft Date: 02/22/2011

Title: Gulf Coast Ecosystem Restoration Task Force

NARA Disposal Authority: Pending

Description:

Includes records, regardless of physical form or characteristics, created by the Gulf Coast Ecosystem Restoration Task Force. Such records include, but are not limited to, paper, film or electronic records. The Task Force was created by Executive Order 13554 of October 5, 2010 to coordinate intergovernmental responsibilities, planning, and exchange of information so as to better implement Gulf Coast ecosystem restoration and to facilitate accountability and support throughout the restoration process.

Disposition Instructions:

a: Files documenting the Task Force's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as

- If a charter is created for the Task Force, the original charter, any renewal and amended charters. Organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Task Force.
- Agendas, briefing books, minutes, testimony, and, if created, transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed.
- One copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files.
- Correspondence, subject and other files maintained by key Task Force staff, such as the chair, executive director, and legal counsel, documenting the functions of the Task Force.
- Substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data).
- Questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies.
- Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act.
- Documentation of subcommittees, working groups, or other subgroups of advisory committees, that support their reports and recommendations to the Task Force. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records.

- Documentation of formally designated subcommittees and working groups This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records.

Permanent

Transfer to the National Archives on termination of the Task Force

b: Files that relate to day-to-day Task Force activities, and/or do not contain unique information of historical value, including such records as

- Correspondence, reference and working files of Task Force staff, excluding files covered by item a
- Audiotapes and videotapes of Task Force meetings and hearings that have been fully transcribed, informal still photographs and slides of Task Force members and staff, meetings, hearings, and other events
- Other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Task Force meetings and hearings, etc
- Extra copies of records described in Item a, e g , copies of meeting agenda and minutes distributed to Task Force members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor

Disposable

Destroy/delete when 3 years old.

[Note Prior to destruction/deletion, NARA, in consultation with Task Force staff, will review records covered by this item and may identify files that warrant permanent retention. Such records will be transferred to the National Archives at the time that related permanent records are transferred

[Note Administrative records generated by the Task Force – records relating to budget, personnel, supply or similar housekeeping or facilitation functions – may be disposed of in accordance with the General Records Schedules since they do not pertain to the subject matter advice that the Task Force is providing to the Government Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the Task Force (such as payroll, personnel and fiscal records) should be transferred to the agency providing administrative support

c(1): Web site records - Electronic version of Web site(s)

Disposable

Destroy/delete on termination of Task Force or when no longer needed, excluding records covered by the Note following this item

[Note Prior to destruction/deletion, NARA, in consultation with Task Force staff, will review records covered by this item and may identify portions (including a Web snapshot) that warrant permanent retention. Such records will be transferred to the National Archives at the time that related permanent records are transferred, along with any records covered by item c(2) that NARA requires to maintain and access permanent Web content records.

c(2): Web site records - Design, management, and technical operation records

Disposable

Destroy/delete on termination of Task Force or when no longer needed.

c(3): Web site records - Electronic version of content records duplicated in textual series of Task Force records

Disposable

Destroy/delete on termination of Task Force or when no longer needed