

## Request for Records Disposition Authority

Records Schedule Number DAA-0412-2012-0004

Schedule Status Approved

Agency or Establishment Environmental Protection Agency

Record Group / Scheduling Group Records of the Environmental Protection Agency

Records Schedule applies to Agency-wide

Schedule Subject Facilities

Internal agency concurrences will be provided No

Background Information This schedule covers records relating to the acquisition and management of facilities, including design, layout, construction, lease, and ownership agreements

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0412-2012-0004

Sequence Number	
1	Facilities
1 1	Real property records Disposition Authority Number DAA-0412-2012-0004-0001
1 2	Agency space and real estate project records Disposition Authority Number DAA-0412-2012-0004-0003

Records Schedule Items

Sequence Number					
1	<p><b>Facilities</b></p>				
1 1	<p><b>Real property records</b></p> <p>Disposition Authority Number      <b>DAA-0412-2012-0004-0001</b></p> <p><b>Includes, but is not limited to real property records, including acquisition and disposal by purchase, condemnation, donation, exchange, or otherwise, and leases and title papers</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>EPA 1007a</b></td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>GRS 3/1a N1-412-07-65/5a(1) N1-412-07-65/5b N1-412-07-65/6a</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Close after unconditional sale, disposal, or release by the Government of conditions, restrictions, mortgages, or other liens</b></p> <p>Retention Period                      <b>Destroy 10 year(s) after file closure</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>	Manual Citation	Manual Title	<b>EPA 1007a</b>	
Manual Citation	Manual Title				
<b>EPA 1007a</b>					
1 2	<p><b>Agency space and real estate project records</b></p> <p>Disposition Authority Number      <b>DAA-0412-2012-0004-0003</b></p>				

Includes, but is not limited to Agency space records, including building plans, surveys, and other records used in space planning, assignment, and adjustments, and real estate project requests, including approvals, funds and payments, and schedules

Final Disposition Temporary

Item Status Active

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? No

Manual Citation	Manual Title
EPA 1007 Item c	

GRS or Superseded Authority Citation  
 GRS 11/2a  
 GRS 11/2b(1)  
 GRS 11/2b(2)  
 N1-412-07-65/4a

Disposition Instruction

Cutoff Instruction Close at end of calendar year, or when project completed or terminated

Retention Period Destroy 5 year(s) after file closure

Additional Information

GAO Approval Not Required

## 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
07/09/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
10/24/2012	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
10/25/2012	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/25/2012	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
10/31/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/01/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/06/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist