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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0412-2012-0008

Request for Records Disposition Authority

Records Schedule Number DAA-0412-2012-0008
Schedule Status Returned Without Action

Agency or Establishment Environmental Protection Agency
Record Group / Scheduling Group Records of the Environmental Protection Agency
Records Schedule applies to Agency-wide
Schedule Subject Administrative Management
Internal agency concurrences will be provided No

Background Information This schedule covers records related to the day-to-day management and maintenance of the internal infrastructure. It includes records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0412-2012-0008

Outline of Records Schedule Items for DAA-0412-2012-0008

Sequence Number	
1	Administrative Management
1.1	Administrative management records of senior officials Disposition Authority Number: DAA-0412-2012-0008-0001
1.2	Controlled and major correspondence for other federal employees Disposition Authority Number: DAA-0412-2012-0008-0002
1.3	Other administrative management records Disposition Authority Number: DAA-0412-2012-0008-0003
1.4	Transitory files Disposition Authority Number: DAA-0412-2012-0008-0004

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Records Schedule Items

Sequence Number					
1	<p>Administrative Management</p>				
1.1	<p>Administrative management records of senior officials</p> <p>Disposition Authority Number DAA-0412-2012-0008-0001</p> <p>Includes, but is not limited to: calendars, schedules, and logs of daily activities, including appointment books and other records documenting meetings, appointments, calls, trips, visits, and other activities of senior officials while serving in an official capacity, when not incorporated into other records included in the official files; the Administrator's meeting files; and controlled and major correspondence which significantly documents program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies, including the incoming letter, copies of responses, enclosures, and indices to the correspondence.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</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>EPA 1006 Item a</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-412-06-5a N1-412-06-10a(1) N1-412-06-10a(2) N1-412-07-9a(1) N1-412-07-9a(2)</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close at end of calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after file closure.</p>	Manual Citation	Manual Title	EPA 1006 Item a	
Manual Citation	Manual Title				
EPA 1006 Item a					

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Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Transfer of these records is ongoing.

How frequently will your agency transfer these records to the National Archives? **Unknown**
Transfer of these records is ongoing

Controlled and major correspondence for other federal employees

Disposition Authority Number **DAA-0412-2012-0008-0002**

Includes: controlled and major correspondence for employees other than senior officials.

Final Disposition **Temporary**

Item Status **Withdrawn**

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
EPA 1006 Item b	

GRS or Superseded Authority Citation **N1-412-06-10b**

Disposition Instruction

Cutoff Instruction **Close at end of calendar year.**

Retention Period **Destroy 10 year(s) after file closure.**

Additional Information

GAO Approval **Not Required**

1.3

Other administrative management records

Disposition Authority Number **DAA-0412-2012-0008-0003**

Includes, but is not limited to: calendars, schedules, and logs of daily activities for federal employees other than senior officials; routine office management

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records, including activity, progress, statistical, and workload reports, office staffing, procedures, training, communications, services, supplies and equipment, expenditure of funds, budget papers; general correspondence files, including non-controlled correspondence relating to work assignments, personnel needs, and other routine activities of the office; committee records and internal staff meetings, including agendas, meeting arrangements and minutes, final reports and related records created by or documenting the accomplishments of intra-agency and internal committees and workgroups; records inventories, records disposal and transfer authorizations; EPA forms and supporting materials showing inception, scope, and purpose; final deliverables and reports related to administrative activities; time and attendance source and leave records maintained by timekeepers and convenience copies held by employees; and copies and background materials related to Circular No. A-76 maintained by offices other than the office having primary responsibility.

Final Disposition Temporary
Item Status Withdrawn
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
EPA 1006 Item c	

GRS or Superseded Authority Citation GRS 16/3a
GRS 16/3b
GRS 23/1
N1-412-06-5b
N1-412-06-6/4
GRS 26/3
N1-412-07-1/8
GRS 26/1a
N1-412-06-11a
N1-412-06-27c
N1-412-07-69/1
GRS 2/9b
GRS 16/2a(2)
GRS 16/2b
GRS 13/8b

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Disposition Instruction

Cutoff Instruction Close when discontinued, superseded, or canceled, or when no longer needed for current Agency business.

Retention Period Destroy 6 year(s) after file closure.

Additional Information

GAO Approval Not Required

Transitory files

Disposition Authority Number DAA-0412-2012-0008-0004

Includes, but is not limited to: documents of short-term interest that have no documentary or evidential value; calendars, schedules, and logs of daily activities that do not include any substantive information regarding the daily activities of any Agency officials, or records of any federal employee containing substantive information, when incorporated into official files; routine requests for information or publications, photographs, or other information literature, and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply; originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material; quasi-official notices, including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records; contact and mailing list source records such as correspondence and request forms; reading or "chron" files used for convenience of reference; suspense files such as notes or other reminders to take action, "tickler" files, extra copies of outgoing communications filed by the date on which a reply is expected; word processing files, spreadsheets, and electronic mail after the record copy is placed into a recordkeeping system; and ad hoc printouts that do not contain substantive information, such as substantive annotations, that are not included in the electronic records.

Final Disposition Temporary

Item Status Withdrawn

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

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EPA 1006 Item d	
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GRS or Superseded Authority
Citation

GRS 20/13
GRS 20/15a
GRS 20/15b
GRS 20/14
GRS 23/6a
GRS 23/6b
GRS 23/7
GRS 14/1
GRS 14/2
GRS 13/4a
GRS 13/4b
GRS 20/16
N1-412-06-5c

Disposition Instruction

Cutoff Instruction

Close at end of 3 months or when no longer needed
for current Agency business.

Retention Period

Destroy immediately after file closure

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
07/16/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
07/23/2012	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/11/2016	Submit For Certification	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
08/11/2016	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
08/29/2016	Return Without Action	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services

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