

Request for Records Disposition Authority

Records Schedule Number **DAA-0412-2013-0001**
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 **Security**
Internal agency concurrences will be provided **No**

Background Information **This schedule covers records relating to security management, including the physical protection of an organization's personnel, assets, and facilities Excludes activities related to securing data and information systems which are scheduled separately**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2013-0001

Sequence Number	
1	Security
1 1	Routine security tracking records Disposition Authority Number DAA-0412-2013-0001-0001
1 2	Facility security inspection records Disposition Authority Number DAA-0412-2013-0001-0002
1 3	Other security records Disposition Authority Number DAA-0412-2013-0001-0003

Records Schedule Items

Sequence Number					
1	Security				
1 1	<p>Routine security tracking records</p> <p>Disposition Authority Number DAA-0412-2013-0001-0001</p> <p>Includes, but is not limited to classified document access and containers (e.g., safes and cabinets) records, including receipt, issuance, routing, inventory, and destruction of classified documents, property passes authorizing removal of property or materials, guard force records such as facility checks, building and employee access records, round reports, patrol and alarm services, arms distribution, employee credentials such as cards, badges, parking permits, permits to operate motor vehicles, visitors' passes, and rosters showing security clearance status of individuals</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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 1008 Item a</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation GRS 11/4a GRS 11/4b GRS 18/2 GRS 18/3 GRS 18/4 GRS 18/6 GRS 18/7a GRS 18/7b GRS 18/12 GRS 18/18a GRS 18/18b GRS 18/19a GRS 18/19b</p>	Manual Citation	Manual Title	EPA 1008 Item a	
Manual Citation	Manual Title				
EPA 1008 Item a					

1 2		GRS 18/19c GRS 18/19d GRS 18/23			
	Disposition Instruction				
	Cutoff Instruction	Close when authorization or access expires or terminates, or when no longer needed for current Agency business			
	Retention Period	Destroy 2 year(s) after file closure			
	Additional Information				
	GAO Approval	Not Required			
	Facility security inspection records				
	Disposition Authority Number	DAA-0412-2013-0001-0002			
	Includes, but is not limited to surveys and inspections of facilities conducted to ensure adequacy of protective and preventive measures and to safeguard information and facilities against sabotage and unauthorized entry, and facility risk assessments				
	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?	Yes			
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>EPA 1008 Item b</td> <td></td> </tr> </tbody> </table>		Manual Citation	Manual Title	EPA 1008 Item b
Manual Citation	Manual Title				
EPA 1008 Item b					
GRS or Superseded Authority Citation	GRS 18/9 GRS 18/10				
Disposition Instruction					
Cutoff Instruction	Close upon discontinuance of facility, or when security cognizance is terminated, whichever is sooner				
Retention Period	Destroy 7 year(s) after file closure				

1 3

Additional Information

GAO Approval **Not Required**

Other security records

Disposition Authority Number **DAA-0412-2013-0001-0003**

Includes, but is not limited to continuity of operations (COOP) plans and exercises, including background records, personnel security clearance case files, including investigations of federal employees or applicants for federal employment, and other persons such as those performing work for EPA under contract, security violation case files of investigations of alleged violations of Executive Orders, laws, or Agency regulations for the safeguarding of national security information, records used to track top secret documents, security briefings and education, guard force assignments and strength, police function records such as records of arrest, cars ticketed, outside police contacts, statements of witnesses, traffic violations, key and visitor control files, and access to confidential business information (CBI) by federal employees and contractors

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? **Yes**

Manual Citation	Manual Title
EPA 1008 Item c	

- GRS or Superseded Authority Citation
- N1-412-07-1/14a
 - N1-412-07-1/14b
 - N1-412-07-54/7a
 - N1-412-07-54/8a
 - GRS 18/5a
 - GRS 18/5b
 - GRS 18/13a
 - GRS 18/13b
 - GRS 18/14a
 - GRS 18/14b
 - GRS 18/14c
 - GRS 18/16a
 - GRS 18/16b

	GRS 18/17a
	GRS 18/17b
	GRS 18/22a
	GRS 18/22c
	GRS 18/24a
	GRS 18/24b
	GRS 18/27
	GRS 18/28
Disposition Instruction	
Cutoff Instruction	Close when case completed, or after final entry or last action, or when no longer needed for current Agency business
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
10/04/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
01/15/2013	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
01/16/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/16/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/17/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist