

Request for Records Disposition Authority

Records Schedule Number DAA-0412-2013-0005
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 Legislative Relations
Internal agency concurrences will be provided No

Background Information This schedule covers records related to the development, tracking, and amendment of public laws through the legislative branch of the federal government. Includes: legislative tracking to monitor legislation from introduction to enactment; legislative testimony or evidence in support of, or opposition to, legislation; drafting proposed legislation that creates or amends laws subject to Congressional action; and activities that support the relationship between EPA and the U.S. Congress.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2013-0005

Sequence Number	
1	Historically significant legislative relations records Disposition Authority Number: DAA-0412-2013-0005-0001
2	Legislation Disposition Authority Number: DAA-0412-2013-0005-0002
3	Other legislative relations records Disposition Authority Number: DAA-0412-2013-0005-0003

Records Schedule Items

Sequence Number		
1	<p>Historically significant legislative relations records</p> <p>Disposition Authority Number DAA-0412-2013-0005-0001</p> <p>Includes, but is not limited to: Congressional data transfer of grants made to states, municipalities, counties, interstate groups, and institutions within the states; final reports to Congress or the President prepared according to the mandates of all environmental legislation; legislative history file maintained by the Office of Legislative Affairs at Headquarters; and significant Congressional correspondence not included in the controlled correspondence management system (Correspondence Management System (CMS)).</p> <p>Final Disposition Permanent</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>	
	Manual Citation	Manual Title
	EPA 1020 Item a	
	GRS or Superseded Authority Citation	<p>N1-412-07-2/7a(1)</p> <p>N1-412-07-2/7a(2)</p> <p>N1-412-07-68/8a(1)</p> <p>N1-412-07-68/8a(2)</p> <p>N1-412-07-68/9a(1)</p> <p>N1-412-07-68/9a(2)</p>
	Disposition Instruction	
	Cutoff Instruction	Close at end of Congressional session, end of calendar year, or when no longer needed for current Agency business.
	Transfer to the National Archives for Accessioning	Transfer electronic records to the National Archives 5 years after file closure. Transfer non-electronic records to the National Archives 15 years after file closure.

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.

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Legislation

Disposition Authority Number **DAA-0412-2013-0005-0002**

Includes, but is not limited to: Legislation formulated and proposed by EPA and other government agencies and executive units circulated within EPA for evaluation and comment held in offices other than the Office of Legislative Affairs at Headquarters.

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 1020 Item b	

GRS or Superseded Authority Citation **N1-412-07-1/6a**
N1-412-07-68/10a

Disposition Instruction

Cutoff Instruction **Close upon final action on legislation.**

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

Additional Information

GAO Approval **Not Required**

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Other legislative relations records

Disposition Authority Number **DAA-0412-2013-0005-0003**

Includes, but is not limited to: Congressional committee records related to their makeup, character, status, mission, and activities; Congressional correspondence consisting of routine inquiries not included in CMS; weekly legislative reports related to major provisions, issues, status, and expectation of EPA bills; and non-EPA bills with environmental impact and scheduled for Congressional action; and work files for reports to Congress or the President.

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 1020 Item c	

GRS or Superseded Authority Citation
 N1-412-07-1/3a
 N1-412-07-2/7b
 N1-412-07-68/6
 N1-412-07-68/11a

Disposition Instruction

Cutoff Instruction Close upon transmission of final report, end of Congressional session, 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
03/26/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
07/09/2013	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/27/2013	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
08/27/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
07/15/2014	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
07/16/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/22/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/22/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

303 Legislative Relations

Activities associated with the development, tracking, and amendment of public laws through the legislative branch of the federal government. Includes: legislative tracking to monitor legislation from introduction to enactment; legislative testimony providing testimony or evidence in support of, or opposition to, legislation; drafting proposed legislation that creates or amends laws subject to Congressional action; and activities that support the relationship between EPA and the U.S. Congress.

Previous Schedule	Previous Title	Previous Retention	New Schedule
132a N1-412-07-1/3a	Congressional correspondence – Record copy	Close inactive records at end of congressional session. Destroy 5 years after file closure.	1020c
154a N1-412-07-1/6a	Legislation – Record copy	Close inactive records upon final action on legislation. Destroy 8 years after file closure.	1020b
155a(1) N1-412-07-2/7a(1)	Reports to Congress or the President – Final report – Nonelectronic	Close inactive records upon transmission to Congress or the President. Transfer to the National Archives in 5 year blocks 20 years after file closure.	1020a
155a(2) N1-412-07-2/7a(2)	Reports to Congress or the President – Final report – Electronic	Close inactive records upon transmission to Congress or the President. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1020a
155a(3) N1-412-07-2/7a(3)	Reports to Congress or the President – Final report – Electronic copy of records transferred to the National Archives.	Close file upon transfer to the National Archives. Delete after electronic copy is successfully transferred to the National Archives.	1020 guidance 008a
155b N1-412-07-2/7b	Reports to Congress or the President – Work files	Close inactive records upon transmission to Congress or the President. Destroy 6 years after file closure.	1020c
525a N1-412-07-68/6	Congressional committees file – Record copy	Close inactive records at the end of Congressional session. Destroy 2 years after file closure.	1020c
527a(1) N1-412-07-68/8a(1)	Grants file – Congressional data transfer – Record copy – Nonelectronic	Close inactive records at end of year. Transfer to the National Archives 20 years after file closure.	1020a
527a(2) N1-412-07-68/8a(2)	Grants file – Congressional data transfer – Record copy – Electronic	Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any	1020a

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		related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	
527a(3) N1-412-07-68/8a(3)	Grants file – Congressional data transfer – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic copy is successfully transferred to the National Archives.	1020 guidance 008a
528a(1) N1-412-07-68/9a(1)	Legislative history file – Record copy – Nonelectronic	Close inactive records at the end of Congressional session. Transfer to the National Archives 20 years after file closure.	1020a
528a(2) N1-412-07-68/9a(2)	Legislative history file – Record copy – Electronic	Close inactive records at the end of Congressional session. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1020a
528a(3) N1-412-07-68/9a(3)	Legislative history file – Record copy – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic copy is successfully transferred to the National Archives.	1020 guidance 008a
529a N1-412-07-68/10a	Agency proposed legislation file – Record copy	Close inactive records at end of Congressional session. Destroy 10 years after file closure.	1020b
530a N1-412-07-68/11a	Weekly legislative reports – Record copy	Close inactive records at end of Congressional session. Destroy 1 year after file closure.	1020c
531a N1-412-07-68/12a	Enrolled bills reports – Record copy	Close inactive records at end of month. Transfer to the legislative history file 1 month after file closure.	1020 guidance
532a N1-412-07-68/13a	EPA Congressional hearing testimony – Record copy	Close inactive records after presentation to committee. Transfer to the legislative history file after file closure.	1020 guidance