

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0412-2013-0008**  
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                 **Grants and Other Program Support Agreements**  
Internal agency concurrences will be provided    **No**

Background Information         **This schedule covers records of activities related to management and oversight of grants and other program support agreements with other federal, state, or local government agencies, universities, nonprofit organizations, tribes, and other institutions that support EPA's environmental programs.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0412-2013-0008

Sequence Number	
1	<b>Grants and Other Program Support Agreements</b>
1.1	Waste water construction and state revolving fund grants Disposition Authority Number: DAA-0412-2013-0008-0001
1.2	Other grants and program support agreements Disposition Authority Number: DAA-0412-2013-0008-0002

## Records Schedule Items

Sequence Number					
1	<p><b>Grants and Other Program Support Agreements</b></p>				
1.1	<p><b>Waste water construction and state revolving fund grants</b></p> <p>Disposition Authority Number      <b>DAA-0412-2013-0008-0001</b></p> <p><b>Includes: records related to the administration of waste water construction and state revolving fund grants to states, municipalities, inter-municipal or interstate agencies for the construction of publicly owned treatment works, including documentation of significant actions and decisions, justifications, cost estimates, scopes of work, correspondence, applications, pre-award reviews, funding decisions, award documentation, commitment notices, audit records, status reports, requests for deviations from established assistance policies and procedures submitted by award officials, and related records.</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>Yes</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>EPA 1003 item a</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority      <b>N1-412-06-30a</b> Citation                                      <b>N1-412-07-64/2a</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Close upon closeout of the agreement.</b></p> <p>Retention Period                        <b>Destroy 20 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	EPA 1003 item a	
Manual Citation	Manual Title				
EPA 1003 item a					
1.2	<p><b>Other grants and program support agreements</b></p> <p>Disposition Authority Number      <b>DAA-0412-2013-0008-0002</b></p>				

Includes, but is not limited to: grants and other program support agreements such as assistance agreements, cooperative agreements, interagency agreements, agreements for "guest" workers, and other types of agreements administered by headquarters or other EPA offices and that provide for research, demonstration projects, training, fellowships, investigations, surveys, studies, or other types of program support activities, support documentation such as documentation of significant actions and decisions, announcements and solicitations of funding opportunities, justifications, requests and justifications for the non-competitive award of agreements, cost estimates, scopes of work, correspondence, applications, pre-award reviews, funding decisions, award documentation, evaluations of proposals and applications, conflict of interest documentation, requests for deviations from established assistance policies and procedures submitted by award officials, and related records (excluding Superfund, Brownfields, and oil spill site-specific records); grant and other agreement oversight records, including correspondence, reports, policies and procedures, and other documentation related to post-award monitoring, evaluation, disputes, audits, and other oversight records; grant appeals consisting of notices of appeal and any requests for reconsideration, appeal file documents and exhibits, correspondence, legal briefs, statements, memoranda, transcripts of any hearings held, orders and decisions, and related documents.

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 1003 item b	

GRS or Superseded Authority Citation N1-412-07-34a  
N1-412-07-34b  
N1-412-07-64/2a  
N1-412-06-6/8a

Disposition Instruction

Cutoff Instruction Close upon closeout of the agreement or when action is completed.

Retention Period Destroy 10 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
04/11/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
09/11/2013	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/16/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/16/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/18/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Crosswalk for schedule 1003  
 April 11, 2013

**205 Grants**

Activities related to management and oversight of grants and other program support agreements with other federal, state, or local government agencies, universities, non-profit organizations, tribes, and other institutions that support EPA's environmental programs. Excludes: Superfund, Brownfields, and Oil Spill Site-Specific grants and other program agreements.

<b>Previous Schedule</b>	<b>Previous Title</b>	<b>Previous Retention</b>	<b>New Schedule</b>
003a N1-412-07-34a	Grants and Other Support Agreements - Record copy	Close inactive records immediately after closeout of the agreements. Destroy 10 years after file closure.	1003b
183b N1-412-07-3b	Grant and Other Agreement Oversight - Other than Superfund site-specific	Close inactive records at end of reporting period. Destroy 10 years after file closure.	1003b
232a N1-412-06-30a	Waste Water Construction and State Revolving Fund Grants - Record copy	Close inactive records upon closeout of the agreement. Destroy 20 years after file closure.	1003a
274a GRS 3/13	Unsuccessful Grant Application Files - Record copy	Close inactive records after rejection or withdrawal. Destroy 3 years after file closure.	1003c
600a N1-412-07-64/2a	Deviation Requests - Record copy	Close inactive records at end of year. Destroy 4 years after file closure.	1003a and b
680a N1-412-06-6/8a	Grant Appeals - Record copy	Close inactive records when the case is settled. Destroy 10 years after file closure.	1003b