REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER N1-412-00-4

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED 11-29-99

1. FROM (Agency or establishment) Environmental Protection Agency	**NOTIFICATION TO AGENCY**
2. MAJOR SUBDIVISION	
3. MINOR SUBDIVISION	In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Rachel VanWingen	(202) 260-9709	4-27-00	*[signature]* John W. Carlin

6. 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 on the attached **4** page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

☑ is not required; ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/23/99	*[signature]* Rachel VanWingen	Records Officer

7. Item No	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached EPA Records Control Schedule 575		

Agency name

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Grants Information & Control System (GICS)

PROGRAM: All Programs

EPA SERIES NO: 575

AGENCY FILE CODE: CONT 575

NARA DISPOSAL AUTHORITY: N1-412-00-4
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:
DESCRIPTION: The Grants Information & Control System (GICS) is a national information management system containing administrative, project, and financial data for all EPA's grants, interagency agreements, and cooperative agreements. The system has the following components:

Municipal construction grants program - Provides information on wastewater treatment grant applications and active construction grant projects.

State revolving fund (SRF) program - Tracks federal funding provided to the States.

Non-construction grants program - Contains any program's nonconstruction grants information, including Superfund, Pesticides, and Research and Development.

Information is entered by Headquarters, Regions, or States. Input data includes data from automated systems. The system offers a customized data entry module, report writer, look-up tables, batch capabilities, and an online dictionary.

ARRANGEMENT: Not applicable.

TYPE OF RECORDS:
Reports, printouts, data files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Electronic, paper

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:

Public Works Employment Act of 1976

DRAFT

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DISPOSITION INFORMATION:

FINAL DISPOSITION:	TRANSFER TO FRC PERMITTED:
a. Electronic software program: Disposable	No
b. Input: Disposable	No
c. Electronic data: Disposable	No
d. Output and reports	Dependent on related records
e. Supporting documentation: Disposable	Yes

DRAFT

FILE BREAK INSTRUCTIONS:
a. Break file when superseded by routine software updates.

b. Break file according to instructions for EPA 171 - Input/Source Records.

c. Break file when superseded.

d. Follow file break instructions for related records.

e. Break file when superseded.

DISPOSITION INSTRUCTIONS:
a. Delete when superseded by routine software program updates and quality assurance check completed or when no longer needed in accordance with ETSD's directives and procedures.

b. Follow instructions for EPA 171 - Input/Source Records.

c. Maintain individual records at least 7 years after completion of grant or agreement, then delete when no longer needed.

d. Follow disposition instructions for related records. Ad hoc and monthly reports may be destroyed when no longer needed if not needed to document program administration.

e. Keep in office up to 2 years after file break, then retire to FRC. Destroy when 15 years old.

APPLICATION GUIDANCE:
REASONS FOR DISPOSITION: This national system is used by Headquarters, Regions, and States to administer and monitor grants. It is used for program planning and oversight, project tracking and management, and information reporting. Proposed retention will meet all audit and litigation documentation purposes. The paper records, scheduled separately, are disposable.

AGENCY-WIDE GUIDANCE: The Grants Administration Division with the assistance

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of the Enterprise Systems Division of the Office of Administration and
Resources Management is responsible for implementing the disposition of items
a, c, and e. All related records held in other offices should be destroyed
according to instructions for items b and d.

Ad hoc and monthly reports needed to document program management should be
included in program management files.

Grant records for programs other than Superfund are scheduled as EPA 003 and
Superfund site specific as EPA 001. See EPA 232 for Waste Water Construction
and State Revolving Fund Grants.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: # DRAFT

CUSTODIAL INFORMATION:

CONTROLLING UNIT:	CONTACT POINT:
Name: OARM	Name: Kathleen Herrin (GAD)
	Betty McClaugherty (ESD)
Location:	Mail Code:
Inclusive Dates:	Telephone: 202-564-5346
	202-260-5398
Volume on Hand (Feet):	Office: Grants Administration Div.
	Enterprise Systems Div.
Annual Accumulation:	Room:
(feet or inches)	

CONTROL INFORMATION:
RELATED ITEMS: EPA 001, EPA 003, EPA 171, EPA 232

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
11/14/95		8/10/93	12/1/99