

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Air and Radiation	
3. MINOR SUBDIVISION Vehicle Programs and Compliance Division	
4. NAME OF PERSON WITH WHOM TO CONFER Rachel Van Wingen	5. TELEPHONE 202-260-9709

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-412-00-7</i>	
DATE RECEIVED <i>10.25.99</i>	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>3-29-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 3 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 10/25/1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel Van Wingen</i> Rachel Van Wingen	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached U.S. EPA Records Schedule 101		

Agency - NWMD - NR

DRAFT OF 12/9/99

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Imported Nonconforming Motor Vehicle Case Files

PROGRAM: Air

EPA SERIES NO: 101

AGENCY FILE CODE: AIRP 101

NARA DISPOSAL AUTHORITY: N1-412-00-7

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Includes: Forms 3520-1, -8, -9, -14, and -15 and related letters, entry documents, affidavits, invoices, photographs, records describing modifications to vehicles/engine, and certifying conformity to EPA standards, and Agency decisions.

- a. Paper and electronic records;
- b. Microfilm records;
- c. Electronic versions created by electronic mail and word processing applications.

ARRANGEMENT: Arranged numerically by vehicle case number.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:

MEDIUM:
Paper, photographs, microfilm,
electronic

VITAL RECORDS:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
Clean Air Act as amended, Sections 203-208 and 301

EPA SERIES NO. 101

DISPOSITION INFORMATION:

FINAL DISPOSITION:

Disposable

TRANSFER TO FRC PERMITTED:

No

FILE BREAK INSTRUCTIONS:

a and b. Break file following Agency decision.

c. See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 5 years after file break, then destroy.

b. Destroy paper copies upon completion of quality assurance check of microform. Destroy microform 5 years after file break.

c. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Retention has been revised to 5 years because of reduced need for the information contained in the records. Program has been changed to allow imported vehicle owners to obtain title by other means.

AGENCY-WIDE GUIDANCE: Records containing personal information such as addresses and telephone numbers should be shredded at the end of their approved retention period to protect confidentiality.

If paper records are converted to microfilm, see 36 CFR 1230.10 and 1230.20 for microfilm standards.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Vehicle Programs &
Compliance Div.

Location: Judiciary Square

Inclusive Dates: 1982 -

Volume on Hand (Feet): ca 400 cu.ft

Annual Accumulation: 20 cu.ft.
(feet or inches)

CONTACT POINT:

Name: Leonard Lazarus

Mail Code: 6405-J

Telephone: 202-564-9281

Office: Imports Team

Room:

EPA SERIES NO. 101

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED

NARA SCHEDULE NOS: NC1-412-85-13/13d, N1-412-92-1

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
10/25/99		8/1/91	12/9/99