

DRAFT OF 12/1/00

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Aerial Photographs

PROGRAM: Research and Development

EPA SERIES NO: 720

AGENCY FILE CODE: AUDV 720

NARA DISPOSAL AUTHORITY: N1-412-01-4
(Use this number to retire records to the FRC)

APPLICABILITY: Environmental Photographic Interpretation Center

IDENTIFYING INFORMATION:

DESCRIPTION: The aerial photographic collection consists of:

- a. Photographs acquired from various sources such as NOAA and USGS, as well as those taken for EPA as part of overflight of sites being studied. Photographs are in roll and cut frames. The collection consists of over 150,000 frames of imagery dated from 1930 to the present.
- b. Analytical reports consisting of approximately 6,000 photo analysis reports, including aerial prints as well as overlays.
- c. Indexes.

ARRANGEMENT: Arranged numerically by project number.

TYPE OF RECORDS:
Photographs, reports, data

SPECIFIC RESTRICTIONS:

MEDIUM:
Paper, photographs, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

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DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

- | | |
|--|-----|
| a. Permanent | Yes |
| b(1). Record copy: Permanent | Yes |
| (2). Electronic version created with electronic mail and word processing systems: Disposable | No |
| c(1). Record copy: Permanent | Yes |
| (2). Electronic version created with electronic mail and word processing systems: Disposable | No |

FILE BREAK INSTRUCTIONS: Break file at the end of the project.

DISPOSITION INSTRUCTIONS:

- a. Keep inactive materials in office 5 years after file break, then retire to FRC. Transfer to the National Archives 30 years after file break.
- b(1). Keep inactive materials in office 5 years after file break, then retire to FRC with item a. Transfer to the National Archives 30 years after file break.
- (2). Delete when record copy is generated or when no longer needed for reference or updating.
- c(1). Keep inactive materials in office 5 years after file break, then retire to FRC with item a. Transfer to the National Archives 30 years after file break.
- (2). Delete when record copy is generated or when no longer needed for reference or updating.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records are used to support all EPA programs. Photographs are visual images of the surface of the earth which may have enduring historical value.

AGENCY-WIDE GUIDANCE: Copies of aerial photographs maintained in other offices as part of a related series (e.g., Superfund remedial site files), are to be retired according to the disposition requirements of the related series. Reference copies may be destroyed when no longer needed to support current activities.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

EPA SERIES NO. 720

CONTROLLING UNIT:

Name: Office of Research and
Development

Location: Reston, VA

Inclusive Dates: 1930 - present

Volume on Hand (Feet):
Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Donald Garofalo

Mail Code: 555

Telephone: 703-648-4285

Office: National Exposure Research Lab.
Room:

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
10/25/00		5/9/97	12/1/00