

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) Environmental Protection Agency	
2 MAJOR SUBDIVISION Office of Inspector General	
3. MINOR SUBDIVISION Office of Inspection General	
4 NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5 TELEPHONE 202-260-1324

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-412-02-2	
DATE RECEIVED 2-22-2002	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8-22-07	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 2 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 2/8/2002	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 703 - Hotline Files		
	<i>cc: Agency, NARA</i>		

DRAFT OF 11/26/01

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Hotline Files

PROGRAM: Inspector General

EPA SERIES NO: 703

AGENCY FILE CODE: INSP 703

NARA DISPOSAL AUTHORITY: Pending
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Contains:

- a. Record copy of documents relating to Hotline complaints which include internal forms, memos and correspondence with responsible officials, synopses of case, and copies of closing reports.
- b. Electronic versions created with electronic mail and word processing systems.

ARRANGEMENT: Arranged by fiscal year and thereunder by case number/referral number.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Privacy Act System #30 - OIG Hotline
Allegation System
Confidential Business Information
Enforcement Sensitive Information

MEDIUM:
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program management and oversight

SPECIFIC LEGAL REQUIREMENTS:
Inspector General Act, 5 U.S.C. Appendix, § 7(a)

EPA SERIES NO. 703

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Disposable
- b. Disposable

TRANSFER TO FRC PERMITTED:

- Yes
- No

FILE BREAK INSTRUCTIONS:

- a. Break file upon completion of case.
- b. See disposition instructions.

DISPOSITION INSTRUCTIONS:

- a. Keep inactive materials in office 3 years after file break, then retire to FRC. Destroy when 10 years old.
- b. Delete when record copy has been generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition for item a previously approved by the National Archives. Disposition for item b has been added.

AGENCY-WIDE GUIDANCE:

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Inspector General

Location: Waterside Mall

Inclusive Dates: FY 1982 - present

Volume on Hand (Feet): 8

Annual Accumulation: 1 ft.
(feet or inches)

CONTACT POINT:

Name: John T. Walsh

Mail Code: 2441

Telephone: 202-260-4959

Office: Office of Management

Room: NE3305

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: N1-412-86-4/8

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		11/4/93	11/26/01