

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <u>71-412-02-5</u>	
1 FROM (Agency or establishment) Environmental Protection Agency		DATE RECEIVED <u>2-22-2002</u>	
2. MAJOR SUBDIVISION Office of Administration and Resources Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Human Resources and Organizational Services		DATE <u>5/7/02</u>	
4. NAME OF PERSON WITH WHOM TO CONFER  Chris O'Donnell	5 TELEPHONE  202-260-1324	ARCHIVIST OF THE UNITED STATES  <b>WITHDRAWN</b>	

<b>6. AGENCY CERTIFICATION</b> 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 <u>2</u> 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,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 2/8/2002	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>Chris O'Donnell</i>	TITLE Agency 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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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 U.S. EPA 704 - Personnel Security Clearance Files		<b>WITHDRAWN</b>

DRAFT OF 11/26/01

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Personnel Security Clearance Files

PROGRAM: Personnel

EPA SERIES NO: 704

AGENCY FILE CODE: INSP 704

NARA DISPOSAL AUTHORITY: Pending

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Consists of a record of investigations of personnel employed by, or seeking employment with the Agency, or whose relationship with the Agency requires a security clearance. Files also consist of suitability information for public trust positions.

a. Record copy of case files documenting the investigations of Federal employees and applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for EPA under contract, who require an approval before having access to Government facilities or to sensitive material.

b. Record copy of investigative reports and related papers furnished to EPA by investigative organizations for use in making security/suitability determinations.

c. Electronic versions created with electronic mail and word processing systems.

ARRANGEMENT: Arranged alphabetically by employee name.

TYPE OF RECORDS:  
Case files

SPECIFIC RESTRICTIONS:

MEDIUM:  
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:  
Personnel administration

SPECIFIC LEGAL REQUIREMENTS:  
5 CFR, Administrative Personnel, Part 731, 732, and 736

EPA SERIES NO. 704

DISPOSITION INFORMATION:

**FINAL DISPOSITION:**

Disposable

**TRANSFER TO FRC PERMITTED:**

No

**FILE BREAK INSTRUCTIONS:**

a-b. Break file upon separation or transfer of employee.

c. See disposition instructions.

**DISPOSITION INSTRUCTIONS:**

a. Keep inactive materials in office 3 years after file break, then destroy.

b. Keep inactive materials in office 2 years after file break, then destroy.

c. Delete when record copy is generated.

APPLICATION GUIDANCE:

**REASONS FOR DISPOSITION:** Files are maintained and updated periodically for security purposes until employee is transferred or separated from the Agency. Retention meets the administrative needs of the office.

**AGENCY-WIDE GUIDANCE:** Personnel Security Clearance Status Files are scheduled as EPA 705.

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**

CUSTODIAL INFORMATION:

**CONTROLLING UNIT:**

**Name:** Administration & Resources Management

**Location:** Waterside Mall

**Inclusive Dates:** 1980-present

**Volume on Hand (Feet):** 107

**Annual Accumulation:** 2 ft.  
(feet or inches)

**CONTACT POINT:**

**Name:** Brenda Stewart

**Mail Code:** 2441

**Telephone:** 202-260-1361

**Office:** Human Resources & Organizational Services

**Room:** NE3202

CONTROL INFORMATION:

**RELATED ITEMS:** EPA 705

**PREVIOUSLY APPROVED BY**

**NARA SCHEDULE NOS:** NC-412-75-3/17, NC1-412-76-11, N1-412-86-4/12

<b>Approval</b>	<b>Approval</b>	<b>Entry</b>	<b>Last</b>
<b>Date EPA</b>	<b>Date NARA</b>	<b>Date</b>	<b>Modified</b>
		11/5/93	11/26/01