

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

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-412-02-7</i>	
DATE RECEIVED <i>2-22-2002</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>8-20-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 <i>2/8/2002</i> 11/23/2001	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>Chris O'Donnell</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 GRS OR SUPERSEDED JOB CITATION	10.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 004 - E-Forms		

cc Agency

EPA Records Schedule 004

Status: Final, 07/31/2008

Title: Electronic Forms Systems

Program: Environmental Information

Applicability: Headquarters

Function: 404-141-02-04 - Forms Management

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-02-7

Description:

Electronic forms systems provide users with the capability to electronically create, route, track, and process a multitude of Agency-specific forms, as well as Government-wide standard forms. Includes WebForms and the external forms database. WebForms is designed to automate the core administrative functions of EPA. The external forms database is used to classify and track all external use forms to meet program and regulatory needs.

Disposition Instructions:

Item a: Electronic software programs

- **Disposable**
- Destroy when no longer needed to provide access to, and use of, the electronic records throughout their authorized retention period.

Item b: Input

- **Varies**
- Follow instructions for EPA 171.

Item c(1)(a): Electronic blank forms

- **Disposable**
- Delete when superseded or obsolete.

Item c(1)(b): Electronic completed forms

- **Disposable**
- Delete after record copy captured in a recordkeeping system.

Item c(2): Forms database

- **Disposable**
- Delete 6 months after completion of action.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: System documentation

- **Disposable**
- Delete when superseded or obsolete.

Guidance:

Forms systems do not qualify as electronic recordkeeping systems. The record copy of forms must be printed and filed in the appropriate paper file or captured in EPA's electronic recordkeeping system (ECMS) after the last action is completed. Forms development files are covered by EPA 109.

The Office Forms Facilitator (OFF), an earlier forms processing system is covered by EPA 090.

Reasons for Disposition:

The following changes were made in the 07/31/2008 version:

- Revised the schedule title and description.
- Changed the title of disposition item c(2).
- Updated contact information.

Custodians:

Office of Environmental Information, Headquarters and Desktop Services Division

- **Contact:** Lawrence Lee
- **Telephone:** 202-566-1042

Office of Environmental Information, Office of Information Collection

- **Contact:** Susan Auby

- **Telephone:** 202-566-1672

Related Schedules:

EPA 090, EPA 109, EPA 171

Previous NARA Disposal Authority:

Entry: 05/25/2000

EPA Approval: 02/08/2002

NARA Approval: 08/20/2002

EPA Records Schedule 004

Status: Final, 02/01/2007

Title: E-Forms and WebForms

Program: Environmental Information

Applicability: Headquarters

Function: 404-141-02-4 - Forms Management

NARA Disposal Authority

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-02-7

Description:

The E-Forms and WebForms systems provide users with the capability to electronically create, route, track, and process a multitude of Agency-specific forms, as well as Government-wide standard forms. The systems are designed to automate the core administrative functions of EPA. They currently interface with the Small Purchase Electronic Data Interchange System (SPEDI). In the future, it is anticipated that they will also interface with other Agency systems.

Disposition Instructions:

Item a: Electronic software programs

- **Disposable**
- Maintain current version following NTSD procedures and directives.
- Delete superseded software after quality assurance check is performed.

Item b: Input

- **Varies**
- Follow instructions for related records.

Item c(1)(a): Electronic blank forms

- **Disposable**
- Delete when superseded or obsolete.

*Superseded by version
of July 31/08
See 8 York e-mail
of 7/31/08*

Item c(1)(b): Electronic completed forms

- **Disposable**
- Delete after record copy captured in a recordkeeping system.

Item c(2): E-Forms tracking database

- **Disposable**
- Delete 6 months after completion of action.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- **Disposable**
- Delete when superseded or obsolete.

Guidance:

E-Forms and WebForms do not qualify as an electronic recordkeeping system. The record copy of forms must be printed and filed in the appropriate paper file or captured in EPA's electronic recordkeeping system (ECMS) after the last action is completed.

The Small Purchase Electronic Data Interchange System (SPEDI) will be scheduled separately. The Office Forms Facilitator (OFF), an earlier forms processing system is covered by EPA 090.

Reasons for Disposition:

This system is part of EPA's Administrative Reform Initiative (ARI) and is intended to increase employee productivity, reduce forms processing costs, and improve data usability and retrieval. Until EPA has an electronic recordkeeping system, the record copy of forms in the E-Forms and WebForms systems are printed and filed in paper recordkeeping systems.

Custodians:

Office of Environmental Information, Headquarters and Desktop Services Division

- **Contact:** Lawrence Lee
- **Telephone:** 202-566-1042

Related Schedules:

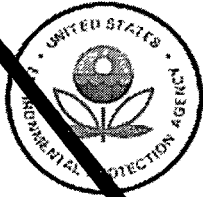
EP 090

Previous NARA Disposal Authority:

Entry: 05/25/2000

EPA Approval: 02/08/2002

NARA Approval: 08/20/2000



U.S. Environmental Protection Agency

Records

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EPA Records Schedule 004

Status: Final, 06/21/2006

Title: E-Forms and WebForms

Program: Environmental Information

Applicability: Headquarters

Function Code: 404-141-02-04 - Forms Management

NARA Disposal Authority:

- N1-412-02-7

Description:

The E-Forms and WebForms systems provide users with the capability to electronically create, route, track, and process a multitude of Agency-specific forms, as well as Government-wide standard forms. The systems are designed to automate the core administrative functions of EPA. They currently interface with the Small Purchase Electronic Data Interchange System (SPEDI). In the future, it is anticipated that they will also interface with other Agency systems.

Disposition Instructions:

Item a: Electronic software programs

- Disposable
- For each major version change, maintain current version following NTSL procedures and directives. For routine software changes, delete superseded software after quality assurance check is performed.

Item b: Input

- Varies
- Follow instructions for related records

Item c(1)(a): Electronic blank forms

- Disposable
- Delete when superseded or obsolete

Item c(1)(b): Electronic completed forms

- Disposable
- Delete after record copy captured in a recordkeeping system

*Superseded
by version of 02/01/2007*

Item c(2): Tracking database (E-Forms only)

- Disposable
- Maintain individual records 6 months after completion of action and then delete

Item d: Outputs and reports

- Varies
- Follow instructions for related records

Item e: Supporting documentation

- Disposable
- Delete/destroy when superseded or obsolete.

Guidance:

E-Forms and WebForms do not qualify as an electronic recordkeeping system. The record copy of forms must be printed and filed in the appropriate paper file or captured in EPA's electronic recordkeeping system (ECMS) after the last action is completed.

The Small Purchase Electronic Data Interchange System (SPEDI) will be scheduled separately. The Office Forms Facilitator (OFF), an earlier forms processing system is covered by EPA 090.

Reasons for Disposition:

This system is part of EPA's Administrative Reform Initiative (ARI) and is intended to increase employee productivity, reduce forms processing costs, and improve data usability and retrieval. Until EPA has an electronic recordkeeping system, the record copy of forms in the E-Forms and WebForms systems are printed and filed in paper recordkeeping systems.

Custodians:

Office of Environmental Information, Headquarters and Desktop Services Division

- **Contact:** Lawrence Lee
- **Telephone:** 202-566-1042

Related Schedules:

EPA 090

Previous NARA Disposal Authority:

Entry: 05/25/2000

EPA Approval: 02/08/2002

NARA Approval: 08/20/2002

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DRAFT OF 11/26/01

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: E-Forms
PROGRAM: Environmental Information
EPA SERIES NO: 004
AGENCY FILE CODE: ADMI 004
NARA DISPOSAL AUTHORITY: Pending
APPLICABILITY: Headquarters

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: The E-Forms system provides users with the capability to electronically create, route, track, and process a multitude of Agency-specific forms, as well as Government-wide standard forms. The system is designed to automate the core administrative functions of EPA. It currently interfaces with the Small Purchase Electronic Data Interchange System (SPEDI). In the future, it is anticipated that it will also interface with other Agency systems. Initially, the system was installed on a pilot basis, but it is planned that it will be used Agency-wide by 2002.

ARRANGEMENT: Not applicable.

TYPE OF RECORDS:
Data files, reports

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Electronic, paper, forms

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

SUPERSEDED -

See e-mail of 7/9/2006

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Electronic software programs: Disposable
- b. Input
- c. Electronic data:
 - (1)a Blank forms: Disposable
 - (1)b. Completed forms: Disposable
 - (2). Tracking database: Disposable
- d. Output and reports
- e. Supporting documentation: Disposable

TRANSFER TO FRC PERMITTED:

- No
- Dependent on related records
- No
- No
- No
- Dependent on related records
- No

DRAFT

FILE BREAK INSTRUCTIONS:

- a. Break when each major version is discontinued and/or when superseded by routine software updates.
- b. Break file according to instructions for related records.
- c. See Disposition Instructions.
- d. Follow file break instructions for related records.
- e. Break file when each major version is discontinued.

DISPOSITION INSTRUCTIONS:

- a. For each major version change, maintain current version following NTSD procedures and directives. For routine software changes, delete superseded software after quality assurance check is performed.
- b. Follow disposition instructions for related records.
- c(1)a. Delete when superseded or obsolete.
 - b. Delete after record copy produced.
- (2). Maintain individual records 6 months after completion of action and then delete.
- d. Follow disposition instructions for related records.
- e. Delete/destroy when superseded or obsolete.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: This system is part of EPA's Administrative Reform Initiative (ARI) and is intended to increase employee productivity, reduce forms processing costs, and improve data usability and retrieval. Until EPA has an electronic recordkeeping system, the record copy of forms in the E-Forms system are printed and filed in paper recordkeeping systems.

AGENCY-WIDE GUIDANCE: E-Forms does not qualify as an electronic recordkeeping system. The record copy of forms must be printed and filed in the appropriate

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paper file after the last action is completed.

The Small Purchase Electronic Data Interchange System (SPEDI) will be scheduled separately. The Office Forms Facilitator (OFF), an earlier forms processing system is covered by EPA 090.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Environmental Information

Location: Waterside Mall

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTROL INFORMATION:

RELATED ITEMS: EPA 090

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

CONTACT POINT:

Name: Lawrence Lee

Mail Code:

Telephone: 202-260-1042

Office: Headquarters & Desktop Services
Div.

Room:

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Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		5/25/00	11/26/01