

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 GRS OR SUPERSEDED JOB CITATION	10.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