

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 Air and Radiation	
3. MINOR SUBDIVISION Vehicle Programs and Compliance Division	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-260-1324

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-412-02-9</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>9-24-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>3</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 <i>2/8/2002</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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 GRS OR SUPERSEDED JOB CITATION	10.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 482 - Certification Records		

cc Agency, NR

DRAFT OF 6/5/02

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Certification Records

PROGRAM: Air

EPA SERIES NO: 482

AGENCY FILE CODE: AIRP 482

NARA DISPOSAL AUTHORITY: N1-412-02-9
(Use this number to retire records to the FRC)

APPLICABILITY: National Vehicle and Fuel Emissions Laboratory (NVFEL)

IDENTIFYING INFORMATION:

DESCRIPTION: Contains documents related to manufacturers applications and EPA actions for emission certification under the Clean Air Act for motor vehicles, locomotives, and non-road mobile sources. Includes technical product descriptions, test results, copies of the certificate of conformity, notices of violations, and other related documents.

- a. Record copy
- b. Electronic versions created with word processing and electronic mail applications

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information
Enforcement Sensitive Information

MEDIUM:
Paper, electronic

VITAL RECORD:
Yes

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
Clean Air Act, 42 U.S.C. 7521, § 202, 206, 301(a)(1)
40 CFR 86

EPA SERIES NO. 482

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Disposable

b. Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS:

- a. Break file 1 year after certification action has been completed for the model year.
- b. See disposition instructions.

DISPOSITION INSTRUCTIONS:

- a. Keep inactive materials in office 5 years after file break, then retire to FRC Destroy when 20 years old
- b. Delete when record copy is generated or when no longer needed for reference or updating.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Previously approved items 10 and 11 of NC1-412-85-14 have been combined into one item to reflect the way the records are maintained by the program office. Item 10, record copy of certification records, was previously approved by the National Archives as permanent Proposed retention is based on the manufacturers' responsibility to recall and repair defective vehicles during their useful lives as defined by statute and regulations The longest useful life is 11 years, therefore a 20-year retention is adequate for EPA's needs.

AGENCY-WIDE GUIDANCE: Electronic manufacturer submissions are covered by the Certification and Fuel Economy Information System (CFEIS) which is scheduled as EPA 485

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

CONTACT POINT:

Name: Air and Radiation

Name: Fred Hart

Location: Ann Arbor

Mail Code: VPG

Inclusive Dates: 1978-present **Telephone:** 734-214-4877

Volume on Hand (Feet):

Office: Certification & Compliance Div

Annual Accumulation: 50 cu ft
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 485

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-85-14/10 and 11

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
2/8/02	6/4/93	6/5/02	