

# 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 Administration and Resources Management

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Chris O'Donnell

5. TELEPHONE

202-566-1669

LEAVE BLANK (NARA use only)

JOB NUMBER

71-412-03-8

DATE RECEIVED

1-15-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4-16-04

ARCHIVIST OF THE UNITED STATES

*John W. Paul*

## 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 5 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

01/08/2003

SIGNATURE OF AGENCY REPRESENTATIVE

Chris O'Donnell

*Chris O'Donnell*

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>See attached U.S. EPA 183 - Grant and Other Agreement Oversight</p> <p><i>cc Agency DWMW, NW etc</i></p>		

# U.S. EPA RECORDS SCHEDULE 183

**DRAFT:** 10/4/02

**SERIES TITLE:**

Grant and Other Agreement Oversight

**PROGRAM:**

Grants

**EPA SERIES NO:**

183

**AGENCY FILE CODE:**

OVER 183

**NARA DISPOSAL AUTHORITY:**

Pending

**APPLICABILITY:**

Agency-wide

**DESCRIPTION:**

Records include correspondence, reports, policies and procedures, office-specific plans, and other documentation relating to the implementation of the post-award monitoring, evaluation, and oversight of grants and other assistance agreements.

Excludes: Records relating to the day-to-day administration of grants and agreements which are scheduled separately.

**DISPOSITION INFORMATION:**

**a. Record copy - Superfund site specific**

Disposable.

Break file at end of the reporting period. Keep inactive materials in office up to 2 years after file break, then retire to FRC. Destroy when 30 years old.

**b. Record copy - other than Superfund site specific**

Disposable.

Break file at end of the reporting period. Keep inactive materials in office up to 2 years after file break, then retire to FRC. Destroy when 7 years old.

**c. Electronic copies created with word processing and electronic mail applications**

Disposable.

Delete when record copy is generated.

**ARRANGEMENT:**

Arrangement varies.

**TYPE OF RECORDS:**

Case files

**SPECIFIC RESTRICTIONS:****MEDIUM:**

Paper, electronic

**FUNCTIONS SUPPORTED:**

Grant administration

**SPECIFIC LEGAL REQUIREMENTS:**

None

**REASONS FOR DISPOSITION:**

Retention meets EPA's administrative, fiscal, and legal needs.

**AGENCY-WIDE GUIDANCE:**

The Grants Management Offices (GMOs) receive final certification of project completion from project officers. The GMOs are responsible for requesting final audits if applicable and required for closeout.

Grants specialists and grants management officers should maintain a record of all evaluative on-site visits and/or desk review protocols and reports in the official project files covered by the following schedules:

EPA 001 - Grants and Other Program Support Agreements - Superfund Site-Specific

EPA 003 - Grants and Other Program Support Agreements (other than Superfund site specific)

EPA 232 - Waste Water Construction and State Revolving Fund Grants

See the following documents for additional information on EPA's post-award grant policies and procedures:

Interim EPA Order 5700.4 - Interim Grantee Compliance Assistance Initiative Policy

EPA Order 5700.3 - EPA Policy for Post-Award Management of Grants and Cooperative Agreements by Headquarters and Regional Offices

OGD Policy GPI 98-6 - Post-Award Management of Assistance Agreements

The Integrated Grants Management System (IGMS) is covered by EPA 009 and the Grants Information and Control System (GICS) is covered by EPA 575.

Records related to the development and overall management of the grants program are covered by EPA 597 - Assistance and Interagency Agreement Program Management File.

**PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:**

**CONTROLLING UNIT:**

**Unit:**

Multiple units

**Location:**

**Inclusive Dates:**

**Volume on Hand (feet):**

**Annual Accumulation (feet or inches):**

**CONTACT POINT:**

**Contact:**

**Mail Code:**

**Telephone:**

**Office:**

**RELATED ITEMS:**

- EPA 001
- EPA 002
- EPA 009
- EPA 232
- EPA 575
- EPA 597

**PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:**

**Approval Date EPA:**

**Approval Date NARA:**

**Entry Date:**

11/20/00

**Last Modified:**