INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-03-009

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-412-08-009.

Date Reported: 08/31/2020

REQUEST FOR RECORDS USPOSITION AUTHORITY (See Instructions on reverse)						EAVE BLANK (NARA use only)		
						JOB NUMBER カルー 412-03-9		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)						DATE RECEIVED		
WASHINGTON, DC 20408						1-15-2003		
FROM (Agency or establishment)						NOTIFICATION TO AGENCY		
Environmental Protection Agency 2. MAJOR SUBDIVISION								
2. MAJOR SUBDIVISION Office of Administrator						In accordance with the p U.S.C. 3303a the dispo	rovisions of 44 sition request,	
3. MINOR SUBDIVISION						including amendments, is a for items that may be mark not approved" or "withdraw	red "disposition	
Office of Communications						not approved for withdrav	m in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE						DATE ARCHIVIST OF TH	HE UNITED STATES	
Chris O'Donnell				202-566-1669		4-23-04	· al	
						101		
		RTIFICATION						
I here	by cert	ify that I am authorize	d to act for the	nis agency in matter	rs pertai	ning to the disposition of are not now needed for th	its records	
of this	iai ine i s agency	or will not be need	disposal on the	etention periods si	pecified:	are not now needed for in a concur	rence from	
the G	eneral A	Accounting Office, ur	nder the provi	sions of Title 8 o	of the G	; and that written concur AO Manual for Guidance	of Federal	
Agenc	ies,							
X		is not required;		is attached; or		has been reque	ested.	
DATE		SIGNATURE OF AGEN	ICY REPRESEN	ITATIVE	TITLE			
01/08	/2003	Chris O'Donnell	(Aris D	Anall	Age	ency Records Officer		
0 11 00	,2000	Cin is C Dointen		750,000	116		,	
7. ITEM		8. DESCRIPTION OF IT	EM AND PROP	OSED DISPOSITION	1	9. GRS OR SUPERSEDED	10. ACTION TAKEN (NARA	
NO.		O. DESCRIPTION OF TH	LW AND I NO	COLD DIGI COMON	•	JOB CITATION	USE ONLY)	
	See attached U.S. EPA 537 - Administrators' and Deputy Administrators' Speeches Databases							
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This schedule is in draft and MAY NOT be used to destroy records. It may be used in your office file plans and, with prior approval, used to retire records to a Federal Records Center. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 537

Draft: 04/13/2004

Title: Administrators' and Deputy Administrators' Speeches Database

Program: Public Affairs

Applicability: Headquarters

Agency File Code: PUBA 537

NARA Disposal Authority:

N1-412-03-09

Description:

The Administrators' and Deputy Administrators' Speeches Database is a searchable Lotus Notes database containing the text of speeches and remarks. The documents are searchable by year and title. The speeches and remarks of the Administrators are from November 1995 forward, and for the Deputy Administrators, from 1997 forward. Input consists of scanned paper and electronic copies of the speeches. Output consists of paper printouts used for reference purposes and electronic copies posted to the EPA Web site for public access.

Disposition Instructions:

Item a: Electronic software program

- Disposable
- Delete when superseded by routine software program updates and quality assurance check is completed.

Item b: Input

- Disposable
- Delete/destroy after data is entered into the system and quality assurance completed.

Item c: Electronic data

- Permanent
- Transfer data for 1995-2003 upon approval of the schedule and thereafter annually to the National Archives, as specified in 36 CFR 1228.270 or standards applicable at the time.

Item d: Output and reports

- Disposable
- Delete/destroy when no longer needed.

Item e: Supporting documentation

- Permanent
- Transfer records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.270 immediately after the file break. This documentation is transferred with the electronic data, item c.

Arrangement: Not applicable.

Type of Records: Data files

Format: Electronic

Functions Supported: Public Affairs

Specific Restrictions:

None

Specific Legal Requirements:

None

Reasons for Disposition:

These databases increase the accessibility of the speeches to the public. The papers records were originally appraised as permanent under N1-412-94-2/21.

Agency-wide Guidance:

If speeches are not added to the databases, the disposition is covered by EPA 140 for Speeches and Testimony.

Paper copies of speeches prior to 1995 are also available through the EPA History Office.

Program Office Guidance:

To facilitate the first annual transfer of data to the National Archives, contact the Center for Electronic Records (301-713-6630) prior to completing NARA form 14097, Technical Description for Transfer of Electronic Records to the National Archives of the United States. Until the transfer to the National Archives is made, the records are the responsibility of EPA.

Custodians:

Office of the Administrator, Office of Communications

Contact: Jacques Kapuscinski

Mail Code: 1702

• Telephone: 202-564-7828

Location: Ariel Rios

• Inclusive Dates: 1995 to present

Volume on Hand:

Annual Accumulation:

Related Schedules:

EPA 140

Previous NARA Disposal Authority:

EPA Approval Date: 01/08/2003

NARA Approval Date: Pending