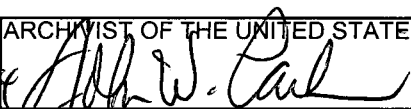
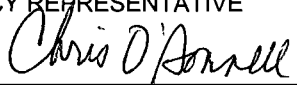


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Administrator	
3. MINOR SUBDIVISION Office of Communications	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-412-03-9	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 4-23-04	ARCHIVIST OF THE UNITED STATES 

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 4 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
01/08/2003	Chris O'Donnell 	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 GRS OR SUPERSEDED JOB CITATION	10.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 537 - Administrators' and Deputy Administrators' Speeches Databases		

cc Agency, NWMD, NWMS

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