INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-03-010

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-066.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

					· · · · · · · · · · · · · · · · · · ·		
REQUEST FOR RECORDS DISPOSITION AUTHORITY					JOB NUMBER		
(See Instructions on reverse)					71-412-03-	10	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)					DATE RECEIVED		
WASHINGTON, DC 20408					1-15-2003		
1. FROM (Agency or establishment) Environmental Protection Agency					NOTIFICATION TO AGENCY		
2. MAJOR SUBDIVISION					In accordance with the pr	ovisions of 14	
Office of International Affairs					In accordance with the pr U.S.C. 3303a the dispose	sition request,	
3. MINOR SUBDIVISION					U.S.C. 3303a the dispos including amendments, is a for items that may be mark not approved" or "withdraw	ed "disposition	
Office of Program Management					not approved of withdrawi	i in column to.	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE					DATE ARCHIVIST OF THE UNITED STATES		
Chris O'Donnell			202-566-1669		423-04 AM U.	al	
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>4</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							
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,							
	,			r			
			is attached; or		has been reques	sted.	
DATE		SIGNATURE OF AGENCY REPRESEN		TITLE	=		
01/08	8/2003	Chris O'Donnell	Jonnell	A	gency Records Officer		
7.							
ITEM		8. DESCRIPTION OF ITEM AND PROPO	DSED DISPOSITION		9. GRS OR SUPERSEDED	10. ACTION TAKEN (NARA	
NO.					JOB CITATION	USE ONLY)	
	See attached U.S. EPA 392 - International Travel						
		n en					
ceaque nume nucre							
115-109 ONSN 7540-00-634-4064						STANDARD	

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U.S. EPA RECORDS SCHEDULE 392

DRAFT: 10/4/02

SERIES TITLE:

International Travel

PROGRAM:

International Affairs

EPA SERIES NO:

392

AGENCY FILE CODE: INTE 392

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Headquarters

DESCRIPTION:

Includes records related to international travel. International Travel Plans (EPA Form 4550-5) show a monthly list of all international travel planned during the coming month, including names of travelers, dates, and countries of trips, and purpose. The International Trip Report Abstract (EPA Form 4550-1) shows the purpose and accomplishments of the trip, institutions or individuals contacted, and recommendations as to the future desirability of continuing these contacts. Also includes the annual summary reports of all foreign travel by EPA personnel.

DISPOSITION INFORMATION:

a. Record copy

Disposable.

Break file at end of year. Keep in office 2 years after file break, then retire to the FRC. Destroy when 6 years old.

b. Electronic copies created with word processing and electronic mail applications

Disposable.

Delete when record copy is generated.

ARRANGEMENT:

TYPE OF RECORDS:

Forms, reports

http://intranet.epa.gov/records/schedule/draft/392.htm

EPA Records Schedule 392 - International Travel

Page 2 of 3

SPECIFIC RESTRICTIONS:

MEDIUM: Paper, electronic

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

REASONS FOR DISPOSITION:

Three related, previously approved items (NC1-412- 85-16/24, 25, and 26) have been combined into one. Retention for all three items is 6 years meeting current program and audit needs. Retention for electronic copies has been added.

AGENCY-WIDE GUIDANCE:

Records containing sensitive or personal information should be shredded to protect confidentiality.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

CONTROLLING UNIT:

Unit: Office of International Affairs

Location: Ronald Reagan Bldg.

Inclusive Dates: 1995-present

Volume on Hand (feet): 10 ft.

Annual Accumulation (feet or inches):

CONTACT POINT:

Contact: William Whitehouse

Mail Code: 2680R

Telephone:

http://intranet.epa.gov/records/schedule/draft/392.htm

EPA Records Schedule 392 - International Travel



202-564-6632 (

Office: Office of Program Management

RELATED ITEMS:

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:

NC1-412-78-8/22-25, NC1-412-85-16/24/26

Approval Date EPA:

Approval Date NARA:

Entry Date:

12/9/92

Last Modified:

10/4/02