

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-412-03-10	DATE RECEIVED 1-15-2003
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of International Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Program Management			
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669	DATE 4-23-04	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 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 01/08/2003	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>Chris O'Donnell</i>	TITLE Agency Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 392 - International Travel		

cc Agency MUMW MUTC

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

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:

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