INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-03-018

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-071.

Date Reported: 08/31/2020
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 Research and Development |
| 3. MINOR SUBDIVISION  
Research and Development Laboratories |
| 4. NAME OF PERSON WITH WHOM TO CONFER  
Chris O'Donnell |
| 5. TELEPHONE  
202-566-1669 |

**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 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;  
- [ ] has been requested.

| DATE  
8-26-03 |
| SIGNATURE OF AGENCY REPRESENTATIVE  
[Signature]  
Tommy Hargrove |
| TITLE  
Agency Records Officer |

| ITEM NO.  
115-109  
NSN 7540-00-634-4064  
PREVIOUS EDITION NOT USABLE |
| 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
See attached U.S. EPA 502 - Instrument Logbooks |
| 9. GRS OR SUPERSEDED JOB CITATION  
--- |
| 10. ACTION TAKEN (NARA USE ONLY)  
--- |

**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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.**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 RECEIVED**  
8-26-2003

**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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.
U.S. EPA RECORDS SCHEDULE 502X

DRAFT: 2/12/03

SERIES TITLE:
Instrument Logbooks

PROGRAM:
Research and Development Laboratories

EPA SERIES NO:
502

AGENCY FILE CODE:
RNDL 502

NARA DISPOSAL AUTHORITY:
Pending

APPLICABILITY:
Agency-wide

DESCRIPTION:
Consists of notebooks or logs kept by scientists in the course of performing routine, non-programmatic activities such as maintenance of equipment.

Excludes Laboratory notebooks related to research projects.

DISPOSITION INFORMATION:
Disposable.
Break file when notebook or log is complete. Keep inactive materials in office 5 years after file break, then destroy.

ARRANGEMENT:

TYPE OF RECORDS:
Notebooks, Logs

SPECIFIC RESTRICTIONS:

MEDIUM:
Paper, electronic

FUNCTIONS SUPPORTED:
Program operations
SPECIFIC LEGAL REQUIREMENTS:

REASONS FOR DISPOSITION:
Description and title of this series has been changed to exclude laboratory notebooks supporting research projects which are covered in EPA series 501 and 503.

AGENCY-WIDE GUIDANCE:
Laboratory notebooks which support in-house research projects are included in EPA 501 - Research Project Files Related to Rulemaking, and EPA 503 - Research Project Files Related to Basic, Exploratory Research.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

CONTROLLING UNIT:

Unit: Office of Research and Development

Location:

Inclusive Dates:

Volume on Hand (feet):

Annual Accumulation (feet or inches):

CONTACT POINT:

Contact:

Mail Code:

Telephone:

Office:

RELATED ITEMS:
EPA 501
EPA 503

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:
NC1-412-78-3/6, NC1-412-85-23/6

Approval Date EPA:

Approval Date NARA: