

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-412-03-20	DATE RECEIVED 8-26-2003
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION All Programs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Multiple Units			
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669	DATE 1-8-04	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 8-26-03	SIGNATURE OF AGENCY REPRESENTATIVE <i>John J. Paul</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 GRS OR SUPERSEDED JOB CITATION	10.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 624 - Confidential Business Information (CBI) Access		

*cc Agency, NR, NWMW, NWC*

# U.S. EPA RECORDS SCHEDULE 624

DRAFT: 8/9/02

**SERIES TITLE:**

Confidential Business Information (CBI) Access

**PROGRAM:**

All Programs

**EPA SERIES NO:**

624

**AGENCY FILE CODE:**

SECU 624

**NARA DISPOSAL AUTHORITY:**

Pending

**APPLICABILITY:**

Agency-wide

**DESCRIPTION:**

Includes records relating to the clearance of persons and companies that require access to confidential business information (CBI) such as trade secrets and commercial or financial information that is privileged or confidential. Contains forms, confidentiality agreements, correspondence, and related documents.

**DISPOSITION INFORMATION:**

**a(1). Record copy for Federal employees**

Disposable.

Break file when access is terminated. Keep inactive files in office 2 years after file break, then destroy.

**a(2). Record copy for contract employees and companies**

Disposable.

Break file when access is terminated. Keep inactive files in office 1 year after file break, then retire to FRC. Destroy 7 years after file break.

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

Disposable.

Delete when record copy is generated.

**ARRANGEMENT:**

Arranged alphabetically by name.

**TYPE OF RECORDS:**

Forms, correspondence

**SPECIFIC RESTRICTIONS:**

**MEDIUM:**

Paper, electronic

**FUNCTIONS SUPPORTED:**

Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

Varies

**REASONS FOR DISPOSITION:**

Records document who has access for CBI and are used for administrative and audit purposes. Retention meets program needs.

**AGENCY-WIDE GUIDANCE:**

Access Request Files related to classified information access for national security purposes is covered by EPA 608. See EPA 628 for Classified Information (national security) Nondisclosure Agreements.

Examples of some of the forms covered by this schedule include the following:

EPA 7740-6, EPA 7740-16, EPA 7740-17, EPA 7740-18, EPA 7740-25, EPA 7740-27, EPA 7740-28, EPA 8580-8, SF 86, FBI FD 258

**PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:**

**CONTROLLING UNIT:**

**Unit:**

Multiple units

**Location:**

**Inclusive Dates:**

**Volume on Hand (feet):**

**Annual Accumulation (feet or inches):**

**CONTACT POINT:**

**Contact:**

**Mail Code:**

**Telephone:**

**Office:**

**RELATED ITEMS:**

EPA 608

EPA 628

**PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:**

**Approval Date EPA:**

**Approval Date NARA:**

**Entry Date:**

12/29/00

**Last Modified:**

8/9/02

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