

This schedule is under development and MAY NOT be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 497

Development: 12/15/2003

Title: Discrimination Complaints - External

Program: Civil Rights

Applicability: Agency-wide

Agency File Code: CIVL 497

NARA Disposal Authority:

- Pending

Description:

Records relate to the civil rights violations filed by individuals or groups who allege that their civil rights have been violated by EPA-funded entities. The records include complaints, correspondence, reports, exhibits, notices, depositions, transcripts, and other related documents.

Disposition Instructions:

Item a: Record copy

- Disposable
- Break file when final decision is written. Keep inactive materials in office one year after file break, then retire to FRC. Destroy 10 years after file break.

Item b: Electronic copies created with word processing and electronic mail applications

- Disposable
- Delete when record copy is generated.

Arrangement: Arranged numerically by control number.

Type of Records: Case files

Format: Electronic, Paper

Functions Supported: Civil Rights

Specific Restrictions:

- None

Specific Legal Requirements:

- Civil Rights Act of 1964, amended, 42 U.S.C. 2000d et seq.
- Rehabilitation Act of 1973, as amended, Section 504
- Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500 40 CFR Part 7

Reasons for Disposition:

This is a new series of records for environmental justice cases created as a consequence of the new application of environmental/civil rights law. The 10 year retention is adequate for EPA's administrative needs.

Agency-wide Guidance:

Environmental Appeals Board Case Files are covered under EPA 083.

Program Office Guidance:**Custodians:**

Multiple units

Related Schedules:

EPA 083

Previous NARA Disposal Authority:

EPA Approval Date: Pending

NARA Approval Date: Pending

Entry Date: 03/26/1997

Last Modified Date: 12/15/2003