

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Administration and Resources Management	
3. MINOR SUBDIVISION Office of Human Resources and Organizational Services	
4. NAME OF PERSON WITH WHOM TO CONFER  Chris O'Donnell	5. TELEPHONE  202-566-1669

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>71-412-04-1</i>	
DATE RECEIVED <i>12-4-2003</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>7-15-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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	SIGNATURE OF AGENCY REPRESENTATIVE <i>Christine 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	EPA 118 - Child Care Tuition Assistance Program Records		

*cc Agency NA naret*

115-109

NSN 7540-00-634-4064

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
Prescribed by  
NARA  
36 CFR 1228

**U.S. EPA RECORDS SCHEDULE 118**

**DRAFT: 10/6/03**

**SERIES TITLE:**

Child Care Tuition Assistance Program Records

**PROGRAM:**

Personnel

**EPA SERIES NO:**

118

**AGENCY FILE CODE:**

PERS 118

**NARA DISPOSAL AUTHORITY:**

Pending

**APPLICABILITY:**

Agency-wide

**DESCRIPTION:**

Includes records documenting EPA's child care assistance program. Public Law 107-67, Section 630 permits federal agencies to assist lower income federal employees with child care tuition costs. The program is managed by the Office of Administration and Resources Management, Human Resources and Organizational Services, Employee Services Staff and the application process is administered by Federal Employee Education and Assistance (FEEA). FEEA also administers the Child Care Tuition Assistance Program application process for other participating federal agencies. The program was developed in partnership with a number of stakeholders, e.g., the American Federal of Government Employees (AFGE). Types of documents include agreements with EPA and unions and other entities, applications with pay statements and income tax returns, eligibility forms, child care provider forms, correspondence, and other related documents.

Excludes: The EPA Child Care Database which is scheduled separately.

**DISPOSITION INSTRUCTIONS:**

**a. Record copy of agreements**

Disposable.

Break file upon expiration or termination of agreement. Keep inactive materials in office 2 years, then retire to FRC. Destroy 10 years after file break.

**b. Record copy of other documentation**

Disposable.

Break file annually. Destroy 2 years after file break.

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

Disposable.

Delete when record copy is generated.

**ARRANGEMENT:**

Arranged alphabetically by employee.

**TYPE OF RECORDS:**

Case files

**SPECIFIC RESTRICTIONS:**

Privacy Act System #49

**MEDIUM:**

Paper, electronic

**FUNCTIONS SUPPORTED:**

Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

Public Law 107-67, Section 603, 40 U.S.C. Sec. 490b

5 CFR 792 Subpart B

**REASONS FOR DISPOSITION:**

The disposition for agreements (item a) is consistent with GRS 1, item 28. The dispositions are adequate for program administrative needs and auditing purposes.

**AGENCY-WIDE GUIDANCE:**

The Office of Administration and Resources Management (OARM) is responsible for program oversight and for ensuring the disposition instructions are followed. Contract records are covered in EPA 202. The EPA Child Care Database is covered by EPA 090.

**PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:**

**CONTROLLING UNIT:**

**Unit:**

Office of Administration and Resources Management

**Location:**

Ariel Rios

**Inclusive Dates:**

2001-present

**Volume on Hand (feet):**

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

**CONTACT POINT:**

**Contact:**

Cheryl Bentley

**Mail Code:**

3611A

**Telephone:**

202-564-0244

**Office:**

Office of Human Resources and Organizational Services

**RELATED ITEMS:**

EPA 090

EPA 202

**PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:**

**Approval Date EPA:**

**Approval Date NARA:**

**Entry Date:**

8/1/02

**Last Modified:**

10/6/03