

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U. S. Environmental Protection Agency

2. MAJOR SUBDIVISION
Office Enforcement and Compliance Assurance

3. MINOR SUBDIVISION
Office of Federal Activities

4. NAME OF PERSON WITH WHOM TO CONFER
Chris O'Donnell

5. TELEPHONE
202-566-1669

LEAVE BLANK (NARA use only)

JOB NUMBER
71-412-04-10

DATE RECEIVED
7-20-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES
12-6-04 [Signature]

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 3 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
7/6/04

SIGNATURE OF AGENCY REPRESENTATIVE
Chris O'Donnell

TITLE
Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
EPA 131	- Environmental Impact Assessments of Nongovernmental Activities in Antarctica		
<i>cc: Agency, DWMW</i>			

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 131

Development: 06/16/2004

Title: Environmental Impact Assessments of Nongovernmental Activities in Antarctica

Program: Federal Activities

Applicability: Headquarters

Agency File Code: ENVI 131

NARA Disposal Authority:

- Pending

Description:

Contains information related to the assessment of the environmental impact of nongovernment activities, including tourism, on Antarctica. Documentation includes preliminary environmental review memoranda (PERMs), initial environmental evaluations (IEEs), and comprehensive environmental evaluations (CEEs) which are completed by operators of nongovernmental expeditions organized in or proceeding from the United States to Antarctica. Includes original and revised submissions from operators, reviews and comments, findings, correspondence, and related documents.

Disposition Instructions:

Item a: Record copy

- Disposable
- Break file at the completion of the record of decision or withdrawal by the operator. Keep inactive records in office up to 5 years 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 or when no longer needed for updating or revision.

Arrangement: Arranged alphabetically by company name.

Type of Records: Case files

Format: Electronic, Paper

Functions Supported: Environmental Impact Statements

Specific Restrictions:

- None

Specific Legal Requirements:

- Antarctic Conservation Act of 1978, as amended, 16 U.S.C. 2401 et seq.
- Antarctic Treaty of 1959
- 40 CFR Chapter 1 Part 8

Reasons for Disposition:

Records are required by statute and regulation and document the potential environmental impact of activities proposed by nongovernmental entities. The retention meets all program needs.

Agency-wide Guidance:

Program Office Guidance:

Custodians:

Office of Enforcement and Compliance Assurance, Office of Federal Activities

- **Contact:** Katherine Biggs
- **Mail Code:** 2252A
- **Telephone:** 202-564-7144
- **Location:** EPA headquarters
- **Inclusive Dates:** 1999 - present
- **Volume on Hand:** 100 feet
- **Annual Accumulation:** 9 feet

Related Schedules:

Previous NARA Disposal Authority:

EPA Approval Date: Pending

NARA Approval Date: Pending

Entry Date: 06/27/2003

Last Modified Date: 06/16/2004