

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-412-05-4</i>	
		DATE RECEIVED <i>11-18-2004</i>	
		NOTIFICATION TO AGENCY	
1. FROM (Agency or establishment) Environmental Protection 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Chris O'Donnell	202-566-1669	<i>3-31-05</i>	<i>Allen Weinstein</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 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>11/1/2004</i>	<i>Chris O'Donnell</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 147 - Information Quality Guidelines (IQG) Requests for Correction (RFC) and Reconsideration (RFR)		

SM 4/5/05 Copies sent to Agency, NWML, NR

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 147

Development: 11/23/2004

Title: Information Quality Guidelines (IQG) Requests for Correction (RFC) and Reconsideration (RFR) Process

Program: All Programs

Applicability: Agency-wide

Agency File Code: INFO 147

NARA Disposal Authority:

- Pending

Description:

Includes records created in response to requests from the public about potential data errors in information EPA distributes or disseminates, as allowable under EPA's Information Quality Guidelines. Consists of the original request, copy of the reply, and all related documentation which supports the decision to accept or reject the request.

Disposition Instructions:

Item a: Requests for correction (RFC) - Requests rejected due to misinformation, misdirection of the request, or the frivolous nature of the request

- Disposable
- Break file 90 days after rejection, then delete/destroy.

Item b: Requests for correction (RFC) - Requests that are approved

- Disposable
- Break file upon approval. Delete/destroy 2 years after file break.

Item c: Requests for correction (RFC) - Requests that are denied

- Disposable
- Break file upon denial. Keep inactive files in office up to 2 years, then retire to FRC. Delete/destroy 4 years after file break.

Item d: Requests for reconsideration (RFR) - Requests failing to meet criteria for reconsideration

- Disposable

- Break file 90 days after rejection, then delete/destroy.

Item e: Requests for reconsideration (RFR) - Requests approved by the Executive Panel

- Disposable
- Break file after final determination by the Executive Panel. Delete/destroy 2 years after file break.

Item f: Requests for reconsideration (RFR) - Requests rejected by the Executive Panel

- Disposable
- Break file after final determination by the Executive Panel. Keep inactive files in office up to 2 years after file break, then retire to FRC. Delete/destroy 6 years after file break.

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

- Disposable
- Delete when record copy is generated.

Arrangement: Arranged by tracking number and thereunder by date.

Type of Records: Case files

Format: Electronic, Paper

Functions Supported: Information and Computer Management

Specific Restrictions:

- None

Specific Legal Requirements:

- Office of Management and Budget (OMB) Guideline (FRL-7157-8, March 2002)
- Treasury and General Government Appropriations Act, P.L. 106-554, Sec. 515

Reasons for Disposition:

These records track EPA's response to requests from the public to correct potential errors in EPA's data. EPA's information quality guidelines have been developed to comply with the Data Quality Act/Information Quality Act and OMB guidance. The retention meets program and administrative needs.

Agency-wide Guidance:

The Quality Staff, Office of Environmental Information (OEI) is responsible for the overall administration of the RFC and RFR process.

Requests for correction - Requests are received via the Internet, mail or fax and transmitted to the office responsible for the information product or data. The program or regional office receiving the request is responsible for maintaining the record copy of the request and response. In cases where there are multiple offices involved, OIC designates a lead office who is responsible for maintaining the record

copy.

Requests for reconsideration - If the request is not considered, OIC maintains the record copy unless the request relates to a specific program or region. If the request relates to a specific program or region, that office is responsible for maintaining the record copy. The chair of the Executive Panel is responsible for maintenance of the deliberative information supporting the Panel's decisions.

See EPA 146 for the Integrated Error Correction Process Database which tracks errors in environmental data on EPA's Web site.

Program Office Guidance:

Custodians:

Office of Environmental Information, Quality Staff

- **Contact:** Vincia Holloman
- **Mail Code:** 2811R
- **Telephone:** 202-564-5176
- **Location:** Ronald Reagan Building M1200
- **Inclusive Dates:**
- **Volume on Hand:**
- **Annual Accumulation:**

Related Schedules:

EPA 146

Previous NARA Disposal Authority:

EPA Approval Date: Pending

NARA Approval Date: Pending

Entry Date: 10/17/2002

Last Modified Date: 11/23/2004