

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-412-06-4</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-17-2006</i>	
1. FROM (Agency or establishment)  U.S. Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  Office of Research and Development			
3. MINOR SUBDIVISION  National Exposure Research Laboratory			
4. NAME OF PERSON WITH WHOM TO CONFER  Constance Downs	5. TELEPHONE  202-566-1640	DATE <i>1/19/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alle Wandt</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 <u>3</u> 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12/21/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Constance Downs</i> Constance Downs		TITLE Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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 720 - EPIC Aerial Photographs		

*cc Agency NINE DUES*

# EPA Records Schedule 720

**Status:** Final, 02/29/2008

**Title:** EPIC Aerial Photographs

**Program:** Research and Development

**Applicability:** Environmental Photographic Interpretation Center (EPIC)

**Function:** 108 - Environmental Management

## **NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-06-4

## **Description:**

The EPIC aerial photographic collection consists of photographs acquired from various sources such as NOAA, USGS, and local governments as well as those taken for EPA as part of overflight of sites being studied. Photographs are in roll, cut frames, and digital form. The collection consists of 5,500 rolls and over 150,000 cut frames of imagery dated from 1930 to the present. The digital images are being created as part of an ongoing internal project.

Also includes analytical reports consisting of approximately 6,000 photo analysis reports, including aerial prints as well as overlays.

Also includes indexes and a database containing report metadata.

## **Disposition Instructions:**

**Item a(1):** Photographic collection - Nonelectronic

Includes roll film and cut frames.

- **Permanent**
- Close file upon conclusion of EPA's business needs.

- Transfer to the National Archives after file closure in accordance with 36 CFR 1228.268.

**Item a(2): Photographic collection - Electronic**

Includes digital images.

- **Permanent**
- Transfer to the National Archives every 5 years, with any related documentation and external finding aids, in accordance with 36 CFR 1228.270 or standards applicable at the time.

**Item a(3): Photographic collection - Electronic copy of records transferred to the National Archives**

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is transferred to the National Archives.

**Item b(1): Analytical reports - Nonelectronic**

- **Permanent**
- Close file upon conclusion of EPA's business needs
- Transfer to the National Archives after file closure.

**Item b(2): Analytical reports - Electronic**

- **Permanent**
- Transfer to the National Archives every 5 years, with any related documentation and external finding aids, in accordance with 36 CFR 1228.270 or standards applicable at the time.

**Item b(3): Analytical reports - Electronic copy of records transferred to the National Archives**

- **Disposable**

- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Item c(1): Indexes - Nonelectronic**

Includes paper map indexes with overlays.

- **Permanent**
- Close file upon conclusion of EPA's business needs.
- Transfer textual records to the National Archives after file closure.

**Item c(2): Indexes - Electronic**

Includes database tracking system(s) with documentation.

- **Permanent**
- Transfer to the National Archives every 5 years, with any related documentation and external finding aids, in accordance with 36 CFR 1228.270 or standards applicable at the time.

**Item c(3): Indexes - Electronic copy of records transferred to the National Archives**

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

This schedule covers a unique, program-specific collection used by EPA to produce analytical reports. Copies of aerial photographs maintained in other offices as part of a related series (e.g., Superfund remedial site files), are to be retired according to the disposition requirements of the related series.

Reference copies may be destroyed when no longer needed to support current activities.

**Reasons for Disposition:**

N1-412-01-4 has been rewritten to account for all versions in any media format of reports, images, and indexes.

The following changes were made in the 02/29/2008 version:

- Divided items a-c into three subitems, a(1)-(3) - c(1)-(3).
- Revised the titles of disposition items a(1)-(3) - c(1)-(3).
- Revised the disposition instruction for item a(3), b(3) and c(3).

The following items were changed 08/09/2006:

- Item c - Image Report Locator database and documentation and item d - Record copy of indexes were combined into item c - Record copy of indexes, including database tracking system(s) with documentation as well as paper map indexes with overlays.
- Item e for electronic copies of reports and indexes created with word processing and electronic mail applications was deleted pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Research and Development, National Exposure Research Laboratory

- **Contact:** Donald Garofalo
- **Telephone:** 703-648-4285

**Related Schedules:**

**Previous NARA Disposal Authority:**

N1-412-01-4

**Entry:** 05/09/1997

**EPA Approval:** 12/29/2005

**NARA Approval:** 11/09/2006