

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-412-06-8</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-24-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Constance Downs	5. TELEPHONE 202-566-1640	DATE <i>8/10/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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>1/20/06</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 GRS OR SUPERSEDED JOB CITATION	10.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 140 - Speeches and Testimony	N1-412-94-2/21	

cc Agency TR NWMD NUME NWMD

EPA Records Schedule 140

Status: Final, 02/29/2008

Title: Speeches and Testimony

Program: All Programs

Applicability: Agency-wide

Function: 305-109-02-04 - Provide Public Information, Education and Outreach

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.

- N1-412-06-8

Description:

Contains speeches and presentations prepared for delivery while representing the Agency at EPA-sponsored meetings, and government, civic and professional conferences and meetings. Also contains copies of congressional testimony and expert testimony related to non-EPA cases.

Disposition Instructions:

Item a(1): Senior officials - Nonelectronic

- **Permanent**
- Close inactive records at end of calendar year.
- Transfer to the National Archives 10 years after file closure.

Item a(2): Senior officials - Electronic

- **Permanent**
- Close inactive records at end of calendar year.

- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

Item a(3): Senior officials - 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 b: Other federal employees when the speeches are not necessary to document the Agency or its programs

- **Disposable**
- Close inactive records at end of calendar year.
- Destroy 5 years after file closure.

Guidance:

If the speeches or testimony of other federal employees are necessary to document the Agency or its programs, follow the disposition instructions for item a.

Senior officials at headquarters include:

- Administrators and Deputy Administrators, Assistant and Associate Administrators, Chiefs of Staff and Deputy Chiefs of Staff, Environmental Appeals and Administrative Law Judges, General Counsels and Associate General Counsels, Inspectors General and Assistant Inspectors General, Chief Financial Officers and Deputy Chief Financial Officers, Comptrollers and Deputy Comptrollers, and equivalent, including other officials when acting in those capacities.
- Office Directors and Deputy Office Directors, and equivalent, including other officials when acting in those capacities.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

Senior officials in the regions include:

- Regional Administrators, Deputy and Assistant Regional Administrators, Regional Counsels and Deputy Regional Counsels, and equivalent, including other officials when acting in those capacities.

- Office Directors and Deputy Office Directors, Division Directors and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

Senior officials in the laboratories include:

- Laboratory Directors, Associate Laboratory Directors, and equivalent, including other officials when acting in those capacities.
- Division and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

Copies of speeches and testimony submitted to the Office of Congressional and Intergovernmental Relations are covered by EPA 532 for EPA congressional hearing testimony and EPA 528 for legislative history file.

Manuscripts of articles written by EPA personnel are covered in EPA 334. Testimony related to EPA cases are covered by schedules for the related case files (for example: EPA 675 for litigation involving EPA). The Administrators' and Deputy Administrators' speeches databases are scheduled as EPA 537.

Previous schedule items combined into this schedule were for the following programs: General Counsel, Regional Operations, Intergovernmental Liaison, Water, Solid Waste, Safety, Emergency and Remedial Response, Toxic Substances, Enforcement and Compliance Monitoring, Mobile Source, Air Quality Planning and Standards, International Activities, Regional Administrator and Staff Offices, Research and Development, Pesticides, Radiation, Information and Resource Management, Inspector General, Legislative, Planning and Evaluation and Program Reporting, and Public Affairs. Specific item numbers are cited below.

Reasons for Disposition:

Schedule was previously approved as N1-412-94-2/21. The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system.

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

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

Item c for electronic copies created with word processing and electronic mail applications was deleted 08/09/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 334, EPA 528, EPA 532, EPA 537, EPA 675

Previous NARA Disposal Authority:

NC1-412-75-9/2, NC1-412-84-2/13, NC1-412-85-3/5, NC1-412-85-4/5, NC1-412-85-6/5, NC1-412-85-7/12, NC1-412-85-8/3, NC1-412-85-10/5, NC1-412-85-11/15, NC1-412-85-12/5, NC1-412-85-13/5, NC1-412-85-14/5, NC1-412-85-15/9, NC1-412-85-16/5, NC1-412-85-19/15, NC1-412-85-22/15, NC1-412-85-24/53, N1-412-86-1/5, N1-412-86-3/5, N1-412-86-4/11, N1-412-87-2/5, N1-412-87-4/5, N1-412-87-5/5, N1-412-94-2/21

Entry: 08/21/1991

EPA Approval: 01/20/2006

NARA Approval: 08/10/2006

This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 140

Status: Draft, 05/04/2006

Title: Speeches and Testimony

Program: All Programs

Applicability: Agency-wide

Function Code: 305-109-02-04 - Provide Public Information, Education and Outreach

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards.

- N1-412-06-8

Description:

Contains speeches prepared for delivery while representing the Agency at EPA-sponsored meetings, and government, civic and professional conferences and meetings. Also contains copies of Congressional testimony and expert testimony related to non-EPA cases.

Disposition Instructions:

Item a: Record copy of speeches and testimony by senior officials

- Permanent
- Close inactive records at the end of the calendar year. Transfer non-electronic records to the National Archives 10 years after file closure. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

Item b: Record copy of speeches and testimony by other federal employees; the speeches are not necessary to document the Agency or its programs

- Disposable
- Close inactive records at the end of the calendar year. Destroy 5 years after file closure.

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

- Disposable
- Destroy when record copy is captured in a recordkeeping system.

SUPERSEDED
BY VERSION OF
3/30/07
(See e-mail of 3/20/07)

Guidance:

Senior officials at headquarters include:

- Administrators and Deputy Administrators, Assistant and Associate Administrators, Chiefs of Staff and Deputy Chiefs of Staff, Environmental Appeals and Administrative Law Judges, General Counsel and Associate General Counsels, Inspectors General and Assistant Inspectors General, Chief Financial Officers and Deputy Chief Financial Officers, Comptrollers and Deputy Comptrollers, and equivalent, including other officials when acting in those capacities.
- Office Directors and Deputy Office Directors, and equivalent, including other officials when acting in those capacities.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

Senior officials in the regions include:

- Regional Administrators, Deputy and Assistant Regional Administrators, Regional Counsels and Deputy Regional Counsels, and equivalent, including other officials when acting in those capacities.
- Office Directors and Deputy Office Directors, Division Directors and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

Senior officials in the laboratories include:

- Laboratory Directors, Associate Laboratory Directors, and equivalent, including other officials when acting in those capacities.
- Division and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

Offices of senior Agency officials should consider establishing separate files containing copies of speeches to be transferred to the National Archives.

Copies of speeches and testimony submitted to the Office of Congressional and Intergovernmental Relations are covered by EPA 532 - EPA Congressional Hearing Testimony and EPA 528 - Legislative History File.

Manuscripts of articles written by EPA personnel are covered in EPA 334. Testimony related to EPA cases are covered by schedules for the related case files (for example: EPA 675 - Litigation Involving EPA). The Administrators' and Deputy Administrators' Speeches Databases are scheduled as EPA 537.

Previous schedule items combined into this schedule were for the following programs: General Counsel, Regional Operations, Intergovernmental Liaison, Water, Solid Waste, Safety, Emergency and Remedial Response, Toxic Substances, Enforcement and Compliance Monitoring, Mobile Source, Air Quality Planning and Standards, International Activities, Regional Administrator and Staff Offices, Research and Development, Pesticides, Radiation, Information and Resource Management, Inspector General Legislative, Planning and Evaluation and Program Reporting, and Public Affairs. Specific item numbers are cited below.

Reasons for Disposition:

Schedule was previously approved as N1-412-94-2/21. The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system.

The following items in the disposition instructions were renumbered, moved or deleted on 01/19/2006:

Item a(1) - Record copy of speeches and testimony by senior level officials was renumbered as item a. The retention is unchanged.

Item a(2) - Other copies of speeches and testimony by senior level officials was deleted as nonrecords.

Items b and c are unchanged.

Custodians:

Multiple units

Related Schedules:

EPA 334, EPA 528, EPA 532, EPA 537, EPA 675

Previous NARA Disposal Authority:

NC1-412-75-9/2, NC1-412-84-2/13, NC1-412-85-3/5, NC1-412-85-4/5, NC1-412-85-6/5, NC1-412-85-7/12, NC1-412-85-8/3, NC1-412-85-10/5, NC1-412-85-11/15, NC1-412-85-12/5, NC1-412-85-13/5, NC1-412-85-14/5, NC1-412-85-15/9, NC1-412-85-16/5, NC1-412-85-19/15, NC1-412-85-22/15, NC1-412-85-24/53, N1-412-86-1/5, N1-412-86-3/5, N1-412-86-4/11, N1-412-87-2/5, N1-412-87-4/5, N1-412-87-5/5, N1-412-94-2/21

Entry: 08/21/1991

EPA Approval: 01/20/2006

NARA Approval: Pending

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 140

Status: Development, 01/19/2006

Title: Speeches and Testimony

SUPERSEDED

Program: All Programs

VERSION

Applicability: Agency-wide

NARA Disposal Authority:

- Pending

Description:

Contains speeches prepared for delivery while representing the Agency at EPA-sponsored meetings, and government, civic and professional conferences and meetings. Also contains copies of Congressional testimony and expert testimony related to non-EPA cases.

Disposition Instructions:

Item a: Record copy of speeches and testimony by senior level officials

- Permanent
- Close file at the end of the calendar year. Transfer to the National Archives 10 years after file closure.

Item b: Record copy of speeches and testimony by other federal employees; the speeches are not necessary to document the Agency or its programs

- Disposable
- Close file at the end of the calendar year. Destroy 5 years after file closure.

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

- Disposable
- Destroy when record copy is generated.

Guidance:

Senior officials at headquarters include:

- Administrators and Deputy Administrators, Assistant and Associate Administrators, Chief of Staff and Deputy Chief of Staff, Environmental Appeals and Administrative Law Judges, General Counsels and Associate General Counsels, Inspectors General and Assistant Inspectors General,

Chief Financial Officer and Deputy Chief Financial Officer, Comptroller and Deputy Comptroller, and equivalent, including other officials when acting in those capacities. Also includes Special Assistants (e.g., Staff Assistants and Staff Directors) to the previously named officials.

- Office Directors and Deputy Office Directors, and equivalent, including other officials when acting in those capacities.

Senior officials in the regions include:

- Regional Administrators, Deputy and Assistant Regional Administrators, Regional Counsel and Deputy Regional Counsels, and equivalent, including other officials when acting in those capacities. Also includes Special Assistants (e.g., Staff Assistants and Staff Directors) to the previously named officials.
- Office Directors and Deputy Office Directors, Division Directors and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.

Senior officials in the laboratories include:

- Laboratory Directors, Associate Laboratory Directors, and equivalent, including other officials when acting in those capacities. Also includes Special Assistants (e.g., Staff Assistants and Staff Directors) to the previously named officials.
- Division and Deputy Division Directors, and equivalent, including other officials when acting in those capacities.

Offices of senior Agency officials should consider establishing separate files containing copies of speeches to be transferred to the National Archives.

Copies of speeches and testimony submitted to the Office of Congressional and Intergovernmental Relations are covered by EPA 532 - EPA Congressional Hearing Testimony and EPA 528 - Legislative History File.

Manuscripts of articles written by EPA personnel are covered in EPA 334. Testimony related to EPA cases are covered by schedules for the related case files (for example EPA 675 - Litigation Involving EPA). The Administrators' and Deputy Administrators' Speeches Databases are scheduled as EPA 537.

Previous schedule items combined into this schedule were for the following programs: General Counsel, Regional Operations, Intergovernmental Liaison, Water, Solid Waste, Safety, Emergency and Remedial Response, Toxic Substances, Enforcement and Compliance Monitoring, Mobile Source, Air Quality Planning and Standards, International Activities, Regional Administrator and Staff Offices, Research and Development, Pesticides, Radiation, Information and Resource Management, Inspector General, Legislative, Planning and Evaluation and Program Reporting, and Public Affairs. Specific item numbers are cited below.

Reasons for Disposition:

Schedule was previously approved as N1-412-94-2/21. Former item a(2) for other copies has been deleted because they are nonrecords. Otherwise, previously approved retention is unchanged. The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system.

Custodians:

Multiple units

Related Schedules:

EPA 334, EPA 528, EPA 532, EPA 537, EPA 675

Previous NARA Disposal Authority:

NC1-412-75-9/2, NC1-412-84-2/13, NC1-412-85-3/5, NC1-412-85-4/5, NC1-412-85-6/5, NC1-412-85-7/12, NC1-412-85-8/3, NC1-412-85-10/5, NC1-412-85-11/15, NC1-412-85-12/5, NC1-412-85-13/5, NC1-412-85-14/5, NC1-412-85-15/9, NC1-412-85-16/5, NC1-412-85-19/15, NC1-412-85-22/15, NC1-412-85-24/53, N1-412-86-1/5, N1-412-86-3/5, N1-412-86-4/11, N1-412-87-2/5, N1-412-87-4/5, N1-412-87-5/5, N1-412-94-2/21

Entry: 08/21/1991

EPA Approval: Pending

NARA Approval: Pending

EPA Records Schedule 140

Status: Final, 03/30/2007

Title: Speeches and Testimony

Program: All Programs

Applicability: Agency-wide

Function: 305-109-02-04 - Provide Public Information, Education and Outreach

NARA Disposal Authority:

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

- N1-412-06-8

Description:

Contains speeches and presentations prepared for delivery while representing the Agency at EPA-sponsored meetings, and government, civic and professional conferences and meetings. Also contains copies of congressional testimony and expert testimony related to non-EPA cases.

Disposition Instructions:

Item a: Senior officials

- **Permanent**
- Close inactive records at end of calendar year.
- Transfer nonelectronic records to the National Archives 10 years after file closure.
- Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 10 years after file closure.

Item b: Other federal employees when the speeches are not necessary to document the Agency or its programs

- **Disposable**
- Close inactive records at end of calendar year.
- Destroy 5 years after file closure.

*superseded by
2/29/08 memo*

Guidance:

If the speeches or testimony of other federal employees are necessary to document the Agency or its programs, follow the disposition instructions for item a.

Senior officials at headquarters include:

- Administrators and Deputy Administrators, Assistant and Associate Administrators, Chiefs of Staff and Deputy Chiefs of Staff, Environmental Appeals and Administrative Law Judges, General Counsels and Associate General Counsels, Inspectors General and Assistant Inspectors General, Chief Financial Officers and Deputy Chief Financial Officers, Comptrollers and Deputy Comptrollers, and equivalent, including other officials when acting in those capacities.
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Senior officials in the laboratories include:

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Reasons for Disposition:

Schedule was previously approved as N1-412-94-2/21. The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system.

Item c for electronic copies created with word processing and electronic mail applications was deleted 08/09/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 334, EPA 528, EPA 532, EPA 537, EPA 675

Previous NARA Disposal Authority:

NC1-412-75-9/2, NC1-412-84-2/13, NC1-412-85-3/5, NC1-412-85-4/5, NC1-412-85-6/5,
NC1-412-85-7/12, NC1-412-85-8/3, NC1-412-85-10/5, NC1-412-85-11/15, NC1-412-85-12/5,
NC1-412-85-13/5, NC1-412-85-14/5, NC1-412-85-15/9, NC1-412-85-16/5, NC1-412-85-19/15,
NC1-412-85-22/15, NC1-412-85-24/53, N1-412-86-1/5, N1-412-86-3/5, N1-412-86-4/11, N1-412-87-2/5,
N1-412-87-4/5, N1-412-87-5/5, N1-412-94-2/21

Entry: 08/21/1991

EPA Approval: 01/20/2006

NARA Approval: 08/10/2006