

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-06-008

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by DAA-0412-2013-0019 and DAA-0412-2013-0007.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-06-8</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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. Smith</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 GRS OR SUPERSEDED JOB CITATION	10.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 RR NWMP NWMR NWMW

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