

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-06-009

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by DAA-0412-2013-0007.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-412-06-9</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>7/20/06</i>	ARCHIVIST OF THE UNITED STATES <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 <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>7/20/06</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 GRS OR SUPERSEDED JOB CITATION	10.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 250 Publications and Promotional Items	N1-412-94-2/36	

cc - Agency NR NWML, NUNE, DWMW

EPA Records Schedule 250

Status: Final, 02/29/2008

Title: Publications and Promotional Items

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.

- N1-412-06-9

Description:

Files consist of general and technical literature and promotional items along with finding aids and indices used to access collections of publications. General and technical literature includes any manuals, handbooks, brochures, newsletters, or pamphlets developed for use by Agency staff or for distribution to regions, states, other government agencies, the regulated community, and the public. Promotional items include brochures, pamphlets, posters, comic books, buttons, and bumper stickers. Also includes official portraits of senior Agency officials.

Disposition Instructions:

Item a(1): Items depicting EPA's environmental mission activities - Nonelectronic

- **Permanent**
- Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- Transfer to the National Archives 20 years after file closure.

Item a(2): Items depicting EPA's environmental mission activities - Electronic

- **Permanent**
- Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- 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): Items depicting EPA's environmental mission activities - 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: Routine publications or promotional items

- **Disposable**
- Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- Destroy 5 years after file closure.

Item c: Working papers and background materials

- **Disposable**
- Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.
- Destroy 2 years after file closure.

Guidance:

The program office generating the publication and having the publication printed either internally or by some other office or organization is responsible for maintaining the record copy and implementing the disposition. If items are translated into languages other than English, a copy of each translation should be placed in the recordkeeping system.

Original photographs/slides used in the preparation layouts are to be dispositioned according to the instructions in EPA 738. Other public awareness records should be dispositioned in accordance with EPA 081. Manuscripts written by EPA personnel are covered in EPA 334. Public printer files are scheduled as EPA 535.

If publications or promotional items are microformed, it is recommended that the office retain a silver as well as diazo sets on site to simplify making copies. Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

If permanent publications or promotional items are on CD-ROM or other electronic format, they must conform to NARA standards for transfer to the National Archives.

Two copies of posters are to be sent to the National Archives as soon as they are printed. Program staff should contact their Records Liaison Officer for instructions.

Previous schedule items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, and Public Affairs. Specific item numbers are cited below.

Reasons for Disposition:

The schedule was previously approved as N1-412-94-2/36. 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 disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item d 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 081, EPA 334, EPA 535, EPA 738

Previous NARA Disposal Authority:

NC-412-75-9/21, NC-412-76-7/23, NC1-412-82-12/19, NC1-412-83-1/V/2 and 3, NC1-412-85-6/53, NC1-412-85-7/11, NC1-412-85-10/21, N1-412-86-1/15b, N1-412-87-5/11, N1-412-94-2/36

Entry: 03/30/1992

EPA Approval: 01/20/2006

NARA Approval: 08/10/2006