

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-412-06-10	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 1-24-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 202-564 -1640	DATE 2/10/06	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>1</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 1/20/06	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 141- Controlled and Major Correspondence	N1-412-94-2/22	

cc Agency NR NUMD NUME NUMW

EPA Records Schedule 141

Status: Final, 07/31/2010

Title: Controlled and Major Correspondence

Program: All Programs

Applicability: Agency-wide

Function: 404-141-02-01 - Controlled Correspondence

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.

- N1-412-06-10

Description:

Includes signed controlled and major correspondence. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures. Also includes indexes to the correspondence.

Disposition Instructions:

Item a(1): Senior officials and assistants to those officials - Nonelectronic

Includes officials as listed in guidance.

- **Permanent**
- Close inactive records at end of year.
- Transfer to the National Archives in 5 year blocks, 20 years after file closure.

Item a(2): Senior officials and assistants to those officials - Electronic

Includes officials as listed in guidance.

- **Permanent**
- Close inactive records at end of 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 and assistants to those officials - Electronic copy of records transferred to the National Archives

Includes officials as listed in guidance.

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

Item b: Division Directors and other personnel

- **Disposable**
- Close inactive records at end of year.
- Destroy 10 years after file closure.

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 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, 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.
- Special Assistants (e.g., Staff Assistants) to the previously named officials.

If the official copies of controlled correspondence for officials listed in item a are returned to the originating program office, they should be filed separately and dispositioned in accordance with item a.

Indexes for permanent controlled and major correspondence files are also permanent records. If the index is paper, enclose a copy of the index together with the correspondence files when the files are retired to the FRC.

Routine correspondence and memoranda are scheduled as EPA 127. Congressional correspondence that is not part of the controlled correspondence system is covered by EPA 132.

For the Office of the Administrator and Deputy Administrator, the interagency correspondence file and environmental multiple letters file are covered by item a. Related electronic indexes are to be transferred in accordance with NARA's requirements for the transfer of electronic records.

Other Programs - Other previous schedule items combined into this schedule were for the following programs: Federal Activities, General Counsel, Regional Operations, Intergovernmental Liaison, Water, Solid Waste, Emergency and Remedial Response, Toxic Substances, Enforcement and Compliance Monitoring, Mobile Source, Air Quality Planning and Standards, International Activities, 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:

The following changes were made in the 07/31/2010 version:

- Revised title of disposition items a(1)-(3) to be consistent with similar schedules.
- Added list of senior officials in guidance.

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).

Schedule previously approved as N1-412-94-2/22. 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 127, EPA 132

Previous NARA Disposal Authority:

NC1-412-76-3/1b, NC1-412-78-6/1, 3 and 6a, NC1-412-84-1/1, NC1-412-84-2/11, NC1-412-85-3/1, NC1-412-85-4/1, NC1-412-85-6/1, NC1-412-85-7/1, NC1-412-85-10/1, NC1-412-85-11/1, 3, and 6a,

NC1-412-85-12/1, NC1-412-85-13/1, NC1-412-85-14/1, NC1-412-85-15-1b(1), NC1-412-85-16/1, NC1-412-85-22/6, NC1-412-85-24/13, N1-412-86-1/1, N1-412-86-3/1, N1-412-86-4/9, N1-412-87-2/1 and 11, N1-412-87-4/1, N1-412-87-5/1, N1-412-94-2/22

Entry: 08/26/1991

EPA Approval: 01/20/2006

NARA Approval: 08/10/2006