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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>N1-412-06-11</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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>3/10/06</i> | ARCHIVIST OF THE UNITED STATES <i>Allen Wentz</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| 7 Item No | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 200 - Training Material | N1-412-94-2/30 | |

cc Agency NA number name number

EPA Records Schedule 200

Status: Final, 02/29/2008

Title: Training Material

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.

- N1-412-06-11

Description:

Contains records used by Agency personnel in planning, preparing, writing, arranging, and conducting training programs for EPA and non-EPA employees, including state and other federal agency personnel. Records consist of working files generated during training development phase, training workgroup meeting notes, correspondence, training participation surveys and rosters, instructional materials, manuals, and other training aids.

Excludes: Records for training administered by the Personnel program scheduled as EPA 571.

Disposition Instructions:

Item a: Routine training materials

Includes training course plans and materials used for personnel and management training unrelated to the environmental missions of the Agency.

- **Disposable**
- Close inactive records after course or material is superseded.
- Destroy 5 years after file closure.

Item b: (Reserved)

Item c(1): Mission-related training materials - Nonelectronic

Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.

- **Permanent**
- Close inactive records after course or material is superseded.
- Transfer to the National Archives in 5 year blocks, 20 years after file closure.

Item c(2): Mission-related training materials - Electronic

Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.

- **Permanent**
- Close inactive records after course or material is superseded.
- 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 c(3): Mission-related training materials - Electronic copy of records transferred to the National Archives

Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.

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

Item d: (Reserved)

Guidance:

This item consists of records generated by all programs in developing and conducting Agency-sponsored training classes. The record copy is to be maintained by the program office given the responsibility of course development. All other copies, including attendee copies, can be destroyed when no longer needed or superseded.

Files for training administered by the Personnel program are scheduled as EPA 571. Copies of employee training records maintained at the supervisory level are covered in EPA 122 for supervisors' personnel files.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

Reasons for Disposition:

Schedule previously approved as N1-412-94-2/30. 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 c into three subitems, c(1)-(3)
- Revised the titles of disposition items c(1)-(3).
- Revised the disposition instruction for item c(3).

The following items were deleted 08/24/2006:

- Item b - Record copy of routine training materials - Audiovisuals. The retention is the same for the related textual records covered in item a
- Item d - Record copy of mission-related training materials - Audiovisuals. The retention is the same for the related textual records covered in item c.

Item e 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:

GRS 25/8

EPA 122, EPA 571

Previous NARA Disposal Authority:

NC1-412-76-1/III/28, NC-412-76-3/8, NC1-412-77-1/4 and 11, NC1-412-85-6/10, NC1-412-85-8/11, NC1-412-85-15/6, NC1-412-85-17/21, NC1-412-85-18/21, NC1-412-85-26/III/21, N1-412-94-2/30

Entry: 04/02/1992

EPA Approval: 01/20/2006

NARA Approval: 08/10/2006