

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-412-06-24</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6-16-2006</i>	
1 FROM (Agency or establishment) Environmental Protection Agency		<p align="center">NOTIFICATION TO AGENCY</p> <p>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 Adisposition not approved or Awithdrawn in column 10.</p>	
2 MAJOR SUBDIVISION Office of Environmental Information			
3 MINOR SUBDIVISION Office of Information Collection			
4 NAME OF PERSON WITH WHOM TO CONFER Constance Downs	5 TELEPHONE 202-566-1640	DATE <i>3/5/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Warrick</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 ___ 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>6/5/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE Constance Downs <i>Constance Downs</i>	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 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 152 Federal Docket Management System (FDMS)

SA 3/13/07 Copise sent to Agency, NWML, NWME, NWMC, NR

EPA Records Schedule 152

Status: Final, 09/30/2007

Title: Federal Docket Management System (FDMS)

Program: Environmental Information

Applicability: Agency-wide

Function: 404-141-02-03 - Dockets

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.

- N1-412-06-24

Description:

The Federal Docket Management System (FDMS) is a government-wide Web-based portal system providing the public with electronic access to the entire regulatory docket, including rules, supporting documents and public comments, as well as other materials being made available for public review and comment.

FDMS allows the public access to proposed and final rules, other agency actions listed in the Federal Register, and the ability to submit comments on proposed regulations and any other materials exposed to the public, including other comments received. Documents published in the Federal Register are sent to FDMS the same day they are published, and then routed to the agency sponsoring the publication. Agencies that have implemented FDMS into their business processes then create a docket for the publication and can receive comments directly from the public on the publication or on any other supporting materials they have posted. Comments received in paper by the agency are scanned and processed through the system by the partner agency. Federal Register publications for agencies that have not yet implemented FDMS will be posted in FDMS, but until the agency has implemented FDMS they are unable to include additional supporting materials, and they are unable to receive comments through FDMS. Instead, comments received are transmitted to the agency in an e-mail from the managing contractor of FDMS. The FDMS application is hosted and managed by EPA, however, each agency is responsible for its content and has a number of configuration options.

FDMS is capable of electronically receiving and maintaining images and text documents in support of regulatory development related to a federal agency's proposed rules and other agency actions are made available for public review and comment. Each agency owns and manages its data in the system and controls internal access and workflow. The data and images maintained in the docket management module will be for the purposes of public access only for a prescribed length of time. Therefore, the official record is the responsibility of the participating agency. It is the responsibility of the participating agency to ensure they retain and disposition (including transfer of permanent records to the National Archives) all record copies of information captured in FDMS according to their approved records schedules.

It is anticipated that the system will also have an eToolbox module to assist with the development, review, and publication of federal regulations and analysis of public comments. Examples of these tools include electronic reading rooms, workflow tools to facilitate or enhance the drafting of a rule, data mining tools, and dashboard to display the real-time performance of the process.

An additional component is being developed for FDMS to provide for the management of electronic records. Once implemented, FDMS will provide participating agencies with functionality that meets the Department of Defense Electronic Records Management Software Application Design Criteria Standard (DoD 5015.2-STD) and can serve as a component of their overall records management program.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Destroy when no longer needed to ensure access to and use of the electronic records throughout the authorized retention period.

Item b: Electronic data for participating agency records

- **Disposable**
- Destroy in accordance with each participating agency's approved records schedules.

Item c: E-mail identification and verification data

- **Disposable**
- Destroy after verification.

Item d: Supporting documentation

- **Disposable**
- Destroy when no longer needed to ensure access to and use of the electronic records throughout the authorized retention period.

Guidance:

EPA's Dockets are scheduled as EPA 150.

Reasons for Disposition:

EPA is the overall managing partner for this system. Participating federal agencies own and manage their own data. EPA retains and disposes of all data in accordance with each participating agency's approved records schedule. EPA's Dockets schedule was approved as N1-412-04-4.

Custodians:

Office of Environmental Information, Office of Information Collection, Collection Strategies Division

- **Contact:** Tim Crawford
- **Telephone:** 202-564-2743

Related Schedules:

EPA 150

Previous NARA Disposal Authority:

None

Entry: 09/06/2005

EPA Approval: 06/05/2006

NARA Approval: 03/05/2007