

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-06-27</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7/20/2006</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 Adisposition not approved or Awithdrawn in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5 TELEPHONE 202-566-1643	DATE <i>10/20/06</i>	ARCHIVIST OF THE UNITED STATES <i>John Wawter</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 <i>7/14/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis	TITLE Agency Records Officer <i>John B. Ellis</i>	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

EPA 258 – Final Deliverables and Reports

N1-412-94-2/37

Agency, DR, DWM, NWM, NWMW

EPA Records Schedule 258

Status: Final, 10/31/2008

Title: Final Deliverables and Reports

Program: All Programs

Applicability: Agency-wide

Function: 305-109-01 - Tech Transfer and Training

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.

- N1-412-06-27

Description:

Consists of final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Also includes final reports resulting from special studies and surveys completed within the Agency.

Disposition Instructions:

Item a(1): Environmental programs, except Superfund site-specific - Nonelectronic

- **Permanent**
- Close inactive records upon completion of project.
- Transfer to the National Archives 20 years after file closure

Item a(2): Environmental programs, except Superfund site-specific - Electronic

- **Permanent**
- Close inactive records upon completion of project
- 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): Environmental programs, except Superfund site-specific - 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: Superfund site-specific

- **Disposable**
- Close inactive records upon completion of project
- Destroy 30 years after file closure.

Item c: Non-environmental programs

- **Disposable**
- Close inactive records upon completion of project
- Destroy 7 years after file closure

Guidance:

Copies incorporated into other files (e.g., Superfund site files) are to be retained according to the disposition instructions for the records they support

Draft deliverables, interim products, and other documents for contracts and grants that do not have long term or permanent value should be filed with other contract and grant documentation. See EPA 020 for Superfund site-specific contract management records, EPA 202 for other contract management records, EPA 001 for Superfund site-specific grants and other program support agreements, EPA 003 for other grants and program support agreements; and EPA 232 for waste water construction and state revolving fund grants. Also see EPA 005 for special studies not covered by other program specific schedules, and EPA 099 for pilot projects.

Databases specifically established as part of a deliverable or report are not covered by this schedule and need to be scheduled separately.

Deliverables in formats other than paper (e.g., computer disks, audio- or videotapes) may require special handling and storage facilities.

Reasons for Disposition:

The following changes were made in the 10/31/2008 version:

- Revised wording in description to eliminate duplication
- Shorted titles of all disposition items.
- Reorganized guidance and reasons for disposition.
- Updated cross references.

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy

in EPA's electronic recordkeeping system. The retention has not changed.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the title 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.

Previous scheduled items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, Toxic Substances, Air Quality Planning and Standards, and Radiation. Specific item numbers are cited below.

Custodians:

Multiple units

Related Schedules:

EPA 001, EPA 003, EPA 005, EPA 020, EPA 099, EPA 202, EPA 232

Previous NARA Disposal Authority:

NC1-412-75-6/10, NC1-412-76-1-II/21, NC1-412-76-1/V/21, NC1-412-76-3/4 and 5a, NC1-412-76-8/4, NC1-412-76-15/4, NC1-412-77-1/3, NC1-412-78-10/12a, NC1-412-82-12/11, NC1-412-85-6/9 and 32, NC1-412-85-7/9, NC1-412-85-10/16, NC1-412-85-12/8, NC1-412-85-15/3a1, N1-412-86-1/9, N1-412-94-3/1a, N1-412-94-2/37

Entry: 03/30/1992

EPA Approval: 07/14/2006

NARA Approval: 10/20/2006

EPA Records Schedule 258

Status: Final, 02/29/2008

Title: Final Deliverables and Reports

Program: All Programs

Applicability: Agency-wide

Function: 305-109-01 - Tech Transfer and Training

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.

- N1-412-06-27

Description:

Files consist of the final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Records include all final drafts or final deliverables resulting from a contracted service or study or purchase orders and transmittal letters; final products and deliverables from a grant; and final reports resulting from special studies and surveys completed within the Agency.

Disposition Instructions:

Item a(1): Final deliverables and reports for all environmental programs, except Superfund site-specific - Nonelectronic

- **Permanent**
- Close inactive records upon completion of project.
- Transfer to the National Archives 20 years after file closure.

Item a(2): Final deliverables and reports for all environmental programs, except Superfund site-specific - Electronic

*Superseded by
version of 10/31/2008
See S. York email of 11/26/2008*

- **Permanent**

- Close inactive records upon completion of project.
- 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): Final deliverables and reports for all environmental programs, except Superfund site-specific - 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: Final deliverables and reports for Superfund site-specific

- **Disposable**

- Close inactive records upon completion of project.
- Destroy 30 years after file closure.

Item c: Final deliverables and reports not related to environmental programs

- **Disposable**

- Close inactive records upon completion of project.
- Destroy 7 years after file closure.

Guidance:

Copies incorporated into other files (e.g., Superfund site files) are to be retained according to the disposition instructions for the records they support.

Draft deliverables, interim products, and other documents for contracts and grants that do not have long term or permanent value should be filed with other contract and grant documentation. See EPA 020 for Superfund site-specific contract management records; EPA 202 for other contract management records; EPA 001 for Superfund site-specific grants and other program

support agreements; EPA 003 for other grants and program support agreements; and EPA 232 for waste water construction and state revolving fund grants. Other related series are EPA 005 for special studies for studies not covered by other program specific schedules, and EPA 099 for pilot projects.

Deliverables in formats other than paper (e.g., computer disks, audio- or videotapes) may require special handling and storage facilities.

Databases specifically established as part of a deliverable or report are not covered by this schedule and need to be scheduled separately.

Previous scheduled items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, Toxic Substances, Air Quality Planning and Standards, and Radiation. Specific item numbers are cited below.

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention has not changed.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3)
- Revised the title 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 001, EPA 003, EPA 005, EPA 020, EPA 202, EPA 232

Previous NARA Disposal Authority:

NC1-412-75-6/10, NC1-412-76-1-II/21, NC1-412-76-1/V/21, NC1-412-76-3/4 and 5a, NC1-412-76-8/4, NC1-412-76-15/4, NC1-412-77-1/3, NC1-412-78-10/12a, NC1-412-82-1/11, NC1-412-85-6/9 and 32, NC1-412-85-7/9, NC1-412-85-10/16, NC1-412-85-12/8, NC1-412-85-15/3a1, N1-412-86-1/9, N1-412-94-3/1a, N1-412-94-2/37

Entry: 03/30/1992

EPA Approval: 07/14/2006

NARA Approval: 10/20/2006

EPA Records Schedule 258

Status: Final, 03/30/2007

Title: Final Deliverables and Reports

Program: All Programs

Applicability: Agency-wide

Function: 305-109-01 Tech Transfer and Training

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-06-27

Description:

Files consist of the final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Records include all final drafts or final deliverables resulting from a contracted service or study or purchase orders and transmittal letters, final products and deliverables from a grant; and final reports resulting from special studies and surveys completed within the Agency.

Disposition Instructions:

Item a: Final deliverables and reports for all environmental programs, except Superfund site-specific

- **Permanent**
- Close inactive records upon completion of project
- Transfer nonelectronic records to the National Archives 20 years after file closure
- Transfer electronic records 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. Delete EPA reference copy 20 years after file closure.

Item b: Final deliverables and reports for Superfund site-specific

- **Disposable**
- Close inactive records upon completion of project.
- Destroy 30 years after file closure

Item c: Final deliverables and reports not related to environmental programs**Disposable**

- Close inactive records upon completion of project
- Destroy 7 years after file closure.

Guidance:

Copies incorporated into other files (e.g., Superfund site files) are to be retained according to the disposition instructions for the records they support

Draft deliverables, interim products, and other documents for contracts and grants that do not have long term or permanent value should be filed with other contract and grant documentation. See EPA 020 for Superfund site-specific contract management records, EPA 202 for other contract management records, EPA 001 for Superfund site-specific grants and other program support agreements; EPA 003 for other grants and program support agreements, and EPA 232 for waste water construction and state revolving fund grants. Other related series are EPA 005 for special studies for studies not covered by other program specific schedules, and EPA 099 for pilot projects

Deliverables in formats other than paper (e.g., computer disks, audio- or videotapes) may require special handling and storage facilities.

Databases specifically established as part of a deliverable or report are not covered by this schedule and need to be scheduled separately

Previous scheduled items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, Toxic Substances, Air Quality Planning and Standards, and Radiation. Specific item numbers are cited below.

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention has not changed.

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 001, EPA 003, EPA 005, EPA 020, EPA 202, EPA 232

Previous NARA Disposal Authority:

~~NC1-412-75-6/10, NC1-412-76-1-II/21, NC1-412-76-1/V/21, NC1-412-76-3/4 and 5a, NC1-412-76-8/4,
NC1-412-76-15/4, NC1-412-77-1/3, NC1-412-78-10/12a, NC1-412-82-12/11, NC1-412-85-6/9 and 32,
NC1-412-85-7/9, NC1-412-85-10/16, NC1-412-85-12/8, NC1-412-85-15/3a1, N1-412-86-1/9,
N1-412-94-3/1a, N1-412-94-2/37~~

~~**Entry:** 03/30/1992~~

~~**EPA Approval:** 07/14/2006~~

~~**NARA Approval:** 10/20/2006~~

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

ERA Records Schedule 258

Status: Development, 07/26/2006

Title: Final Deliverables and Reports

Program: All Programs

Applicability: Agency-wide

Function Code: 305-109-01 Tech Transfer and Training

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards.

- Pending

Description:

Files consist of the final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Records include all final drafts or final deliverables resulting from a contracted service or study or purchase orders and transmittal letters; final products and deliverables from a grant, and final reports resulting from special studies and surveys completed within the Agency.

Disposition Instructions:

Item a: Record copy of final deliverables and reports for all environmental programs except Superfund site-specific

- Permanent
- Close inactive records upon completion of project. Transfer nonelectronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

Item b: Record copy of final deliverables and reports for Superfund site-specific

- Disposable
- Close inactive records upon completion of project. Destroy 30 years after file closure.

Item c: Record copy of final deliverables and reports not related to environmental programs

*SUPERSEDED
By VERSION OF
3/30/2007
(See e-mail of 3/20/2007)*

- Disposable
- Close inactive records upon completion of project Destroy 7 years after file closure.

Item b - Electronic copies created with word processing and electronic mail applications

- Disposable
- Destroy when record copy is captured in a recordkeeping system.

Guidance:

This schedule covers final deliverables and reports related to the Agency's mission to improve and preserve the environment by protecting human health, ecosystems and the beauty of the environment using the best available science.

Copies of final deliverables may become part of related records supporting program offices and if so, they are to be retired according to the disposition requirements governing that series (e.g., Superfund site files). Information copies can be destroyed when no longer needed.

Draft deliverables, interim products, and other documents for contracts and grants which do not have long term or permanent value should be filed with other contract and grant documentation. See EPA 020 for Contract Management Records - Superfund Site-Specific, EPA 202 for Contract Management Records for programs other than Superfund site-specific, EPA 001 for Grants and Other Program Support Agreements - Superfund Site-Specific, EPA 003 for Grants and Other Program Support Agreements for programs other than Superfund site-specific, and EPA 232 for Waste Water Construction and State Revolving Fund Grants. Other related series are EPA 005 - Special Studies for studies not covered by other program specific schedules, and EPA 099 - Pilot Projects.

Deliverables in formats other than paper (e.g., computer disks, audio- or videotapes) may require special handling and storage facilities.

Databases specifically established as part of a deliverable or report need to be scheduled separately and are not covered by this schedule.

Previous scheduled items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, Toxic Substances, Air Quality Planning and Standards, and Radiation. Specific item numbers are cited below.

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention has not changed.

The following items in the disposition instructions were renumbered and renamed:

- Item a(1) - Record copy of programmatic or mission-related final deliverables and reports for all environmental programs except Superfund site-specific is now item a - Record copy of final deliverables and reports for all environmental programs except Superfund site-specific
- Item a(2) - Record copy of programmatic or mission-related final deliverables and reports for Superfund site-specific is now item b - Record copy of final deliverables and reports for Superfund site-specific.

- Item b - Record copy of non-programmatic or administrative final deliverables and reports is now item c
- Item c - Record copy of final deliverables and reports not related to environmental programs
- Item d - Electronic copies created with word processing and electronic mail applications is now item c

Custodians:

Multiple units

Related Schedules:

EPA 001, EPA 003, EPA 005, EPA 020, EPA 202, EPA 232

Previous NARA Disposal Authority:

NC1-412-75-6/10, NC1-412-76-1-III/21, NC1-412-76-1/V/21, NC1-412-76-3/4 and 5a, NC1-412-76-8/4, NC1-412-76-15/4, NC1-412-77-1/3, NC1-412-78-10/12a, NC1-412-82-12/11, NC1-412-85-6/9 and 32, NC1-412-85-7/9, NC1-412-85-10/16, NC1-412-85-12/8, NC1-412-85-15/3a1, N1-412-86-1/9, N1-412-94-3/1a, N1-412-94-2/37

Entry: 03/30/1992

EPA Approval: 10/07/1993

NARA Approval: Pending



National Records Management Program

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EPA Records Schedule 258

Status: Development, 06/27/2006

Title: Final Deliverables and Reports

Program: All Programs

Applicability: Agency-wide

Function Code: 305-109.01 - Tech Transfer and Training

NARA Disposal Authority:

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- Pending

Description:

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Disposition Instructions:

Item a: Record copy of final deliverables and reports for all environmental programs except Superfund site-specific

- Permanent
- Close inactive records upon completion of project. Transfer nonelectronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives every five years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.70 or standards applicable at the time.

Item b: Record copy of final deliverables and reports for Superfund site-specific

*Superseded
7/26/06*

- Disposable
- Close inactive records upon completion of project. Destroy 30 years after file closure.

Item c: Record copy of final deliverables and reports not related to environmental programs

- Disposable
- Close inactive records upon completion of project. Destroy 7 years after file closure.

Item d: Electronic copies created with word processing and electronic mail applications

- Disposable
- Destroy when record copy is captured in a recordkeeping system.

Guidance:

This schedule covers final deliverables and reports related to the Agency's mission to improve and preserve the environment by protecting human health, ecosystems and the beauty of the environment using the best available science.

Copies of final deliverables may become part of related records supporting program offices and if so, they are to be retired according to the disposition requirements governing that series (e.g., Superfund site files). Information copies can be destroyed when no longer needed.

Draft deliverables, interim products, and other documents for contracts and grants which do not have long term or permanent value should be filed with other contract and grant documentation. See EPA 020 for Contract Management Records - Superfund Site-Specific, EPA 202 for Contract Management Records for programs other than Superfund site-specific, EPA 001 for Grants and Other Program Support Agreements - Superfund Site-Specific, EPA 003 for Grants and Other Program Support Agreements for programs other than Superfund site-specific, and EPA 232 for Waste Water Construction and State Revolving Fund Grants. Other related series are EPA 005 - Special Studies for studies not covered by other program specific schedules, and EPA 099 - Pilot Projects.

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Reasons for Disposition:

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- Item a(1) - Record copy of programmatic or mission-related final deliverables and reports for all environmental programs except Superfund site-specific is now item a - Record copy of final deliverables and reports for all environmental programs except Superfund site-specific
- Item a(2) - Record copy of programmatic or mission-related final deliverables and reports for Superfund site-specific is now item b - Record copy of final deliverables and reports for Superfund site-specific.
- Item b - Record copy of non-programmatic or administrative final deliverables and reports is now item c - Record copy of final deliverables and reports not related to environmental programs.
- Item c - Electronic copies created with word processing and electronic mail applications is now item d.

Custodians:

Multiple units

Related Schedules:

EPA 001, EPA 003, EPA 005, EPA 020, EPA 202, EPA 232

Previous NARA Disposal Authority:

NC1-412-75-6/10, NC1-412-76-1-II/21, NC1-412-76-10/21, NC1-412-76-3/4 and 5a, NC1-412-76-8/4, NC1-412-76-15/4, NC1-412-77-1/3, NC1-412-78-10/12a, NC1-412-82-12/11, NC1-412-85-6/9 and 32, NC1-412-85-7/9, NC1-412-85-10/16, NC1-412-85-12/8, NC1-412-85-15/3a1, N1-412-86-1/9, N1-412-94-3/1a, N1-412-94-2/37

Entry: 03/30/1992

EPA Approval: 10/07/1993

NARA Approval: Pending

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Last updated on Thursday, July 6th, 2006

URL: <http://intranet.epa.gov/records/schedule/devel/258.htm>