

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 <u>Adisposition not approved</u> or <u>Withdrawn</u> 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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