

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-412-07-9</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-29-2006</i>	
1 FROM (Agency or establishment)  U.S. Environmental Protection Agency		<b>NOTIFICATION TO AGENCY</b>  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  Administrator and Deputy Administrator			
3 MINOR SUBDIVISION  Headquarters			
4 NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis	5 TELEPHONE  202-566-1643	DATE <i>3/15/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alla Winston</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>11/13/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <i>John B. Ellis</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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 523 Administrator's Meetings File

NC1-412-85-11/14

*SA 3/15/07 Copies sent to Agency, NWMD, NWME, NWMA, NR, NWCT*

# EPA Records Schedule 523

**Status:** Final, 02/29/2008

**Title:** Administrator's Meetings File

**Program:** Administrator and Deputy Administrator

**Applicability:** Headquarters

**Function:** 401 - Administrative Management

**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.

- N1-412-07-9

**Description:**

Records consist of documents used by the Administrator, Deputy Administrator, and other senior level staff in the Administrator's Office to prepare for meetings and briefings. Includes meeting notices, invitations and acceptances, draft itineraries and schedules, copies of speeches, position papers, policy statements, and other briefing or background papers.

Excludes: General staff meetings covered by EPA 006 for program management. Also, excludes committee meetings covered by the following schedules: EPA 181 for advisory groups established under the Federal Advisory Committee Act (FACA); EPA 186 for inter-agency and external committees; EPA 187 for intra-agency and internal committees; EPA 188 - EPA Quality and Information Committee; EPA 518 for rulemaking committees; and EPA 525 for congressional committees.

**Disposition Instructions:**

**Item a(1):** Record copy - Nonelectronic

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

**Item a(2): Record copy - Electronic**

- **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): 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.

**Guidance:**

Calendars, schedules and logs of daily activities are scheduled as EPA 111. See EPA 537 for the Administrators' and Deputy Administrators' speeches database. Copies incorporated into other files are to be retained in accordance with the disposition instructions for the records they support.

**Reasons for Disposition:**

Records contain documentation on the Administrator's and Deputy Administrator's meetings with groups and individuals and are a useful supplement to their calendars (previously approved as permanent records).

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).

Item b for electronic copies created with word processing and electronic mail applications was deleted 08/14/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of the Administrator

- **Contact:** Patricia Porter
- **Telephone:** 202-564-7949

**Related Schedules:**

EPA 006, EPA 111, EPA 181, EPA 186, EPA 187, EPA 518, EPA 525, EPA 537

**Previous NARA Disposal Authority:**

NC1-412-78-6/14, NC1-412-85-11/14

**Entry:** 07/09/1993

**EPA Approval:** 11/13/2006

**NARA Approval:** Pending