

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-412-07-10</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-08-2006</i>	
1 FROM (Agency or establishment) U.S. 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			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5 TELEPHONE 202-566-1643	DATE <i>8/7/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Williams</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>4/6/06</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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

- | | | | |
|----|---|---------------|--|
| 1. | EPA 254 – Communications and Distribution Strategy File | N1-412-99-19 | |
| 2. | EPA 255 – Regional Oversight and Coordination Files | N1-412-94-6/3 | |

SA 8/20/07 copies sent to Agcy, NWMD, NUMWA, NACTC, NR

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.

EPA Records Schedule 254

Status: Development, 11/02/2006

Title: Communication and Distribution Strategy File

Program: All Programs

Applicability: Headquarters

Function: 305-109-02 - Public Information and Outreach

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.

- Pending

Description:

Records contain communications and distribution plans used to document strategies to announce and disseminate Agency information, publications, and reports. A communications plan is an internal EPA document containing basic information on regulations, reports to Congress, and major policy statements and actions and the strategy for their communication to the affected communities and interested public. A distribution plan is an internal EPA document containing basic information about publications and the strategies for public distribution. Files include copies of the communications and distribution plan (with latest comments), copies of the action or publication, transmittal memos and letters, copies of the Environmental Fact Sheet (where applicable), copies of any press notification (advisories, notes to correspondents, releases), copies of any Office of Public Affairs Updates published, copies of background documents, and copies of Federal Register reprints (where applicable).

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records at end of year. Destroy 5 years after file closure.

Guidance:

This schedule applies to the record copies held in offices responsible for publication distribution. All other copies maintained in other programs can be destroyed when no longer needed.

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 b for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of the Administrator, Office of Public Affairs, Press Relations Division

- **Contact:** Doris Fairley
- **Telephone:**

Related Schedules:

Previous NARA Disposal Authority:

N1-412-99-19

Entry: 03/30/1992

EPA Approval: Pending

NARA Approval: Pending

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](#).

EPA Records Schedule 255

Status: Development, 11/02/2006

Title: Regional Oversight and Coordination Files

Program: All Programs

Applicability: Headquarters

Function: 301-093 - Program Monitoring

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.

- Pending

Description:

Contains records generated by headquarters program offices in conducting oversight of regional program operations. Includes program implementation reports; inspections; correspondence; reviews and comments on regional program activities including reviews of data reporting; general and facility specific permits; corrective actions and enforcement; regional reports and management analyses, internal Agency memoranda regarding state authorization programs, and other related records and reports required by specific environmental statutes.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records at end of year. Destroy 6 years after file closure.

Guidance:

This item applies to all headquarters program offices responsible for conducting oversight of regional activities. The office conducting this function is responsible for retiring these records to the Federal Records Center. All other copies of these records can be destroyed when no longer needed.

Program and Program Activity Evaluation Reports are scheduled as EPA 193. Routine materials related to ongoing management of programs should be disposed of in accordance with EPA 006. Program Development Files are scheduled as EPA 145.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witness disposal for records destroyed by contractors.

Previous schedule items combined into this schedule were for the following programs: Federal Activities, Regional Operations, Water, Solid Waste, and Emergency and Remedial Response. 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 b for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 006, EPA 145, EPA 193

Previous NARA Disposal Authority:

NC1-412-77-1/13, NC1-412-78-2/4, NC1-412-78-10/14b, NC1-412-82-8/19, 23 and 24, NC1-412-82-12/7, NC1-412-84-1/18a, NC1-412-85-3/8, NC1-412-85-6/17, NC1-412-85-7/15, 19 and 20, NC1-412-85-10/12, N1-412-94-6/3

Entry: 03/30/1992

EPA Approval: Pending

NARA Approval: Pending