

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-07-11</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"><b>NOTIFICATION TO AGENCY</b></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>10/23/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<p>6. AGENCY CERTIFICATION</p> <p>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,</p> <p><input checked="" type="checkbox"/> is not required;    <input type="checkbox"/> is attached; or    <input type="checkbox"/> has been requested.</p>			
DATE <i>11/6/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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 – 332 Regulatory Impact Analyses Under Executive Order 12866

N1-412-94-6/5

# EPA Records Schedule 332

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

**Title:** Regulatory Impact Analyses Under Executive Order 12866

**Program:** All Programs

**Applicability:** Headquarters

**Function:** 306-114 - Regulatory Creation

**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.

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**Description:**

Records consist of reports on the regulatory impact of Agency proposed rules, regulations and statutes. Information used to assess the costs and benefits of regulations is drawn primarily from existing information collections such as: national surveys (eg., Community Water Supply Survey, National Urban Pesticide Applicator Survey), state studies, U.S. Geologic Survey studies, EPA databases, and other sources.

**Disposition Instructions:**

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

- **Permanent**
- Close inactive records at end of year.
- Transfer to the National Archives 15 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:**

Copies incorporated into other files (e.g., EPA 150 for dockets) are to be retained according to the disposition instructions for the records they support.

**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 is unchanged.

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 other copies deleted as nonrecords in 11/02/2006 version.

Item c 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 150

**Previous NARA Disposal Authority:**

NC1-412-85-24/21, N1-412-94-6/5

**Entry:** 08/27/1992

**EPA Approval:** 11/06/2006

**NARA Approval:** 10/23/2007