

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-13</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-20-2006</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>5/30/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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>4/17/06</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 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 313 Privacy Act Reports Files

N1-412-86-3/17

LC 6/13/08 copies sent to agency, NRCMB, Biome, Biomur, NR, & DWCT-2P

This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the [Records Help Desk](#).

EPA Records Schedule 313

Status: Draft, 01/31/2008

Title: Privacy Act Reports Files

Program: Environmental Information

Applicability: Headquarters

Function: 404-142-02 - Data Collection

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.

- N1-412-07-13

Description:

Contains recurring reports and one-time information requirements relating to implementation of the Act, including annual reports to the Congress of the United States, the Office of Management and Budget, etc.

Disposition Instructions:

Item a(1): Annual reports - Nonelectronic

- **Permanent**
- Close inactive records when report is completed.
- Transfer to the National Archives in 5 year blocks 15 years after file closure.

Item a(2): Annual reports - Electronic

- **Permanent**
- Close inactive records when report is completed.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR Part 1228.270 or standards applicable at the time.

Item a(3): Annual reports - 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: Other reports

- **Disposable**
- Close inactive records when report is completed.
- Keep 2 years after file closure, then destroy.

Guidance:

Privacy Act reports maintained by other offices and Privacy Act administrative files maintained by all offices are scheduled as EPA 113.

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 01/31/2008 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 c for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Environmental Information, Office of Information Collection, Records, FOIA, and Privacy Branch

- **Contact:** Judy Hutt
- **Telephone:** 202-260-6131

Related Schedules:

EPA 113

Previous NARA Disposal Authority:

N1-412-86-3/17

Entry: 03/05/1992

EPA Approval: 11/17/2006

NARA Approval: Pending

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~~EPA Records Schedule 313~~

~~Status: Draft, 03/30/2007~~

~~Title: Privacy Act Reports Files~~

~~Program: Environmental Information~~

~~Applicability: Headquarters~~

~~Function: 404-142-02 - Data Collection~~

~~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.~~

- ~~• N1-412-07-13~~

~~**Description:**~~

~~Contains recurring reports and one-time information requirements relating to implementation of the Act, including annual reports to the Congress of the United States, the Office of Management and Budget, etc.~~

~~**Disposition Instructions:**~~

~~**Item a:** Annual reports~~

- ~~• **Permanent**~~
- ~~• Close inactive records when report is completed.~~
- ~~• Transfer nonelectronic records to the National Archives in 5 year blocks 15 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 Part 1228.270 or standards applicable at the time. Delete EPA reference copy 15 years after file closure.~~

~~**Item b:** Other reports~~

- ~~• **Disposable**~~

*Superseded by
1/31/2008
version
kf*

- Close inactive records when report is completed.
- Keep 2 years after file closure, then destroy.

Guidance:

Privacy Act reports maintained by other offices and Privacy Act administrative files maintained by all offices are scheduled as EPA 113.

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

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Previous NARA Disposal Authority:

N1-412-86-3/17

Entry: 03/05/1992

EPA Approval: 11/17/2006

NARA Approval: Pending

*Superseded by
1/31/2008 version
KF*

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 313

Status: Development, 11/08/2006

Title: Privacy Act Reports Files

Program: Environmental Information

Applicability: Headquarters

Function: 404-142-02 - Data Collection

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 recurring reports and one-time information requirements relating to implementation of the Act, including annual reports to the Congress of the United States, the Office of Management and Budget, etc.

Disposition Instructions:

Item a: Annual reports

- Permanent
- Close inactive records when report is completed. Transfer nonelectronic records to the National Archives in 5 year blocks 15 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 Part 1228.270 or standards applicable at the time.

Item b: Other reports

- Disposable
- Close inactive records when report is completed. Keep 2 years after file closure, then destroy.

Guidance:

Privacy Act reports maintained by other offices and Privacy Act administrative files maintained by all offices are scheduled as EPA 113.

*Superseded by
3/30/2007 version
ICF*

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.

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Custodians:

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Previous NARA Disposal Authority:

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Entry: 03/05/1992

EPA Approval: Pending

NARA Approval: Pending

*Superseded by
3/30/2007 version*

KF

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-412-07-13

Date sent: May 15, 2007

Date Received by SHU: 5-16-07

Date due to sender: May 22, 2007

Route To:
1. NWMD – Jeanne Schauble, A2, Room, 2600
2.
Return to: Kate Flaherty, WG3, A2, Room 5320

- A. This job has also been sent to: NWMWA, NWME, NR, NWCTC
- B. NWML general comments on this job: **Media neutral update, retention unchanged.**
- C. NWML wishes assistance in appraising these records:

For stakeholder unit use. Check **all** boxes that apply.

1. waives informal review for these records.
2. wishes to participate directly in the appraisal of these items:
Please contact _____ Phone No. _____
3. wishes to comment on SF 115 immediately. Comments are attached.
Please contact _____ Phone No. _____
4. wishes to review the appraisal report.
5. Please complete: SHU does does not want a copy of completed job.

SHU Comments: [Use this space or attach separate sheet]

Date Sent: 5-16-07 SHU Signature: Madeline Proctor

NWML Contact: Kate Flaherty	Room number: A2, Room 5320 Phone No. (301) 837-1706
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Note: As this form documents formal actions taken, it should be filed as part of the job dossier.