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REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER 71-412-07-13			
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED 11-20-2006			
1 FROM (Agency or establishment)				NOTIFICATION TO AGENCY			
U.S. Environmental Protection Agency							
2 MAJOR SUBDIVISION							
			1	In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including			
3 MINOR SUBDIVISION				amendments, is approved except for items that may be marked Adisposition not approved≅ or Awithdrawn≅ in column 10.			
4 NAME O	F PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	1 1 .		ST OF THE UNITED STATES	
Joh	nn B. Ellis	202-566-1643	5/30	./02	Alla Ware	la Wanter	
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,							
DATE SIGNATURE OF AGENCY REPRESENTATIVE TI				TLE			
	17/06 John B. Ellis In B. Ellis A			gency Records Officer			
7. Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9 GRS OR SUPERSEDED 10 ACTION TAKEN (NARA USE ONLY)			
	EPA 313 Privacy Act Reports I	Files		N1-41	2-86-3/17		
LC 61	13/08 Comus pent to as	renay, DWMB, DI	ome, 1	วนาทบ	0, NR, & DU	OCT-2P	
115-109	PREVIOUS EDITION NOT SABLE			STANDÁRD FÓRM SF 115 (REV 3-91) Prescribed by NARA 36 CFR 1228			

115-109

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 mactive 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 mactive 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 HuttTelephone: 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