

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-23</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-17-2006</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>8/13/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>11/16/06</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 GRS OR SUPERSEDED JOB CITATION	10.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 188 Quality and Information Council

N1-412-87-4/10

*SA 8/27/08 copies sent to Agency, NWMD, NWME, NWMA
ONWETA
INK*

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 188

Status: Draft, 01/31/2008

Title: Quality and Information Council

Program: Environmental Information

Applicability: Agency-wide

Function: 404 - Information and Technology 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.

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Description:

Contains documents pertaining to the arrangements, conduct, and results of the Quality and Information Council (QIC) meetings. QIC meetings contribute to the making of EPA policy. Records consist of agendas, talking papers, development plan submission, summary and minutes of meetings. Formerly called the EPA Steering Committee.

Disposition Instructions:

Item a(1): Record copy - Nonelectronic

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

*nonrecord material
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- Delete after electronic record copy is successfully transferred to the National Archives.

Guidance:

Rulemaking committees are scheduled as EPA 518. See EPA 737 for CIO committee records and other intra-agency and internal committees are scheduled as EPA 187.

Reasons for Disposition:

The disposition instructions have been rewritten 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 b for electronic copies created with word processing and electronic mail applications was deleted 08/16/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 186, EPA 518

Previous NARA Disposal Authority:

NC1-412-85-4/12, N1-412-87-4/10

Entry: 02/26/1992

EPA Approval: 11/16/2006

NARA Approval: Pending