

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-412-07-37</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408.		DATE RECEIVED <i>1/11/07</i>	
1. FROM (Agency or establishment) <b>U.S. Environmental Protection Agency</b>		<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 <b>John B. Ellis</b>	5. TELEPHONE <b>202-566-1643</b>	DATE <i>1/15/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 3 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>1-8-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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 GRS OR SUPERSEDED JOB CITATION	10.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 077 Correspondence Management System (CMS)

**EPA@Work****National Records Management Program**

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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 077

**Status:** Development, 11/07/2006

**Title:** Correspondence Management System (CMS)

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 404-141-02 - Document Tracking

**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:**

The Correspondence Management System (CMS) is an electronic document management system that captures, stores, routes, and tracks correspondence, responses, and supporting documents. The system is available for use Agency-wide. Documents are either scanned or keyed into the system and routed through the review and approval process. The system has predefined templates for responses and can import documents from other databases. After signature, the final signed document is scanned into the system.

All data from the predecessor system, National Correspondence Tracking and Information Management System (NCTIMS), was migrated to CMS in October 2004.

**Disposition Instructions:**

~~Item a: Electronic software~~

- Disposable
- Keep for the length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then delete when superseded or obsolete.

*Non-Record*

**Item b: Input**

- Disposable
- Delete when data has been transferred and verified.

Covered by GRS 20, Item 12c

**Item c: Electronic data**

- Disposable
- Keep for the length of time required by the applicable records schedule.

~~**Item d: Output and reports**~~

- Disposable
- File with related records and follow instructions for related records.

Covered by GRS 20,  
Item 13

~~**Item e: System documentation**~~

- Disposable
- Keep for the length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then delete when superseded or obsolete.

Covered by GRS 20,  
Item 11a

**Guidance:**

Until EPA's electronic content management system (ECMS) (EPA's electronic recordkeeping system) is capable of interfacing with CMS and begins accepting CMS content, or until CMS implements an appropriate records management module, CMS is not considered a recordkeeping system. Therefore, record copies of all correspondence in the system, including attachments, must be printed and filed in a paper recordkeeping system.

General correspondence is covered by EPA 127. See EPA 141 for Controlled and Major Correspondence.

**Reasons for Disposition:**

CMS helps EPA meet several GPRA goals such as timely availability of information. Disposition of the data is based on the approved schedules related to the individual document created or entered into the system.

Item f for electronic copies created with word processing and electronic mail applications deleted in 11/07/2006 version pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of the Administrator, Office of the Executive Secretariat

- **Contact:** Brian T. Hope
- **Telephone:** 202-564-8212

**Related Schedules:**

EPA 127, EPA 141

**Previous NARA Disposal Authority:**

None

**Entry:** 05/16/2006

**EPA Approval:** Pending

**NARA Approval:** Pending

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Last updated on Friday, December 1st, 2006

URL: <http://intranet.epa.gov/records/schedule/devel/077.htm>