

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-56</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6/11/2007</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 Office of Federal Activities			
3. MINOR SUBDIVISION Headquarters			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE <i>4/4/08</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 13 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>5/24/07</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 GRS OR SUPERSEDED JOB CITATION	10.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)

- | | | | |
|----|--|------------------------|--|
| 1. | EPA 131 Environmental Impact Assessments of Nongovernmental Activities in Antarctica | N1-412-04-10 | |
| 2. | EPA 133 Environmental Impact Statement (EIS) Files | N1-412-99-2/1 | |
| 3. | EPA 515 Federal Facilities Data System | NC1-412-84-1/10 | |
| 4. | EPA 516 Federal Facilities Referrals Files | NC1-412-84-1/11 | |
| 5. | EPA 517 Federal Agency Liaison Files | NC1-412-84-1/12a and c | |
| 6. | EPA 585 Executive Orders and OMB Circulars Review and Comments File | NC1-412-84-1/15 | |

10 4x110s copies sent to agency, NWMD, NWME, NWMW, & NR

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 131

Status: Development, 05/31/2007

Title: Environmental Impact Assessments of Nongovernmental Activities in Antarctica

Program: Federal Activities

Applicability: Headquarters

Function: 108-025-08 - Compliance and Enforcement

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 information related to the assessment of the environmental impact of nongovernment activities, including tourism, on Antarctica. Documentation includes preliminary environmental review memoranda (PERMs), initial environmental evaluations (IEEs), and comprehensive environmental evaluations (CEEs) which are completed by operators of nongovernmental expeditions organized in or proceeding from the United States to Antarctica. Includes original and revised submissions from operators, reviews and comments, findings, correspondence, and related documents.

Disposition Instructions:

Item a: Record copy

~~• Disposable~~ *Temp*

- Close inactive records at the completion of the record of decision or withdrawal by the operator.
- Destroy 10 years after file closure.

Guidance:

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

Custodians:

Office of Enforcement and Compliance Assurance, Office of Federal Activities

- **Contact:** Katherine Biggs
- **Telephone:** 202-564-7144

Related Schedules:

Previous NARA Disposal Authority:

N1-412-04-10

Entry: 06/27/2003

EPA Approval: Pending

NARA Approval: Pending

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 133

Status: Draft, 01/31/2008

Title: Environmental Impact Statement (EIS) Files

Program: Federal Activities

Applicability: Headquarters

Function: 108-025-08 - Compliance and Enforcement

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.

- N1-412-07-56/2

Description:

Contains documents related to the filing of federal environmental impact statements (EISs).

The EIS file consists of drafts, final, and supplemental documents filed with the headquarters Office of Federal Activities only pursuant to 1506.9 of the Council on Environmental Quality (CEQ) Regulations for Implementing the National Environmental Policy Acts, as amended.

The CEQ Federal Register Report file consists of computer-generated data summarizing the official filing of EISs received one week to be published in the Federal Register the following week, copies of abstract sheets used for data entry, the Notice of Availability published in the Federal Register under 1506.10 of the CEQ Regulations and associated materials such as time extensions, withdrawals, and corrections.

Disposition Instructions:

Item a(1)(a): EIS file - Nonelectronic

- **Permanent**
- Close inactive records at end of review.
- Transfer to the National Archives in 5 year blocks 10 years after file closure.

Item a(1)(b): EIS file - Electronic

- **Permanent**
- Close inactive records at end of review.
- 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(1)(c): Electronic copy of records transferred to the National Archives

- ~~Disposable~~ *Temp*
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

Item a(2): CEQ Federal Register Report file

- ~~Disposable~~ *Temp*
- Close inactive records upon completion of the notice of public availability.
- Destroy weekly folders 2 years after file closure.
- Destroy Federal Register notices and typesetting requests 10 years after file closure.

Guidance:

The Headquarters Office of Federal Activities is responsible for the maintenance and disposition of the records under 1506.9 and 1506.10 of the CEQ regulations.

309 review and comment files are scheduled as EPA 135. See EPA 057 for the Environmental Review Tracking System (ERP/ERTS). NEPA preparation files are scheduled as EPA 134.

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(1) into three subitems, a(1)(a)-(c).
- Revised the titles of disposition items a(1)(a)-(c).
- Revised the disposition instruction for item a(1)(c).

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:

Office of Enforcement and Compliance Assurance, Office of Federal Activities, NEPA Compliance

Division

- **Contact:** Pearl Young
- **Telephone:** 202-564-7146

Related Schedules:

EPA 057, EPA 134, EPA 135

Previous NARA Disposal Authority:

N1-412-99-2/1

Entry: 05/05/1998

EPA Approval: 05/24/2007

NARA Approval: Pending

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 515

Status: Development, 05/31/2007

Title: Federal Facilities Data System

Program: Federal Activities

Applicability: Headquarters

Function: 108-025-08 - Compliance and Enforcement

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:

Includes reports showing the status of pollution abatement efforts by federal agencies. Includes reports submitted under Office of Management and Budget (OMB) Circular A-106 (formerly A 78/81).

Disposition Instructions:

Item a: Record copy

~~• Disposable~~ *Temp*

- Close inactive records when superseded by updated report.
- Destroy 7 years after file closure.

Guidance:

See EPA 058 for the Federal Facilities Information System (FFIS) which contains data (including the A-106 reports) gathered from other federal agencies, to be reviewed by EPA and transmitted to OMB, to support the annual President's budget for environmental compliance.

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 b for electronic copies created with word processing and electronic mail applications deleted 08/22/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Enforcement and Compliance Assurance, Office of Federal Activities

- **Contact:**
- **Telephone:**

Related Schedules:

EPA 058

Previous NARA Disposal Authority:

NC1-412-84-1/10

Entry: 06/18/1993

EPA Approval: Pending

NARA Approval: Pending

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 516

Status: Development, 05/31/2007

Title: Federal Facilities Referrals File

Program: Federal Activities

Applicability: Headquarters

Function: 108-025-08 - Compliance and Enforcement

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:

Includes records related to the referral and processing of requests from federal actions in federal installations that might affect the environment. Records consist of correspondence and worksheets, reports showing actions proposed and taken, and other related records.

Disposition Instructions:

Item a: Record copy

~~• Disposable~~ *Temp*

- Close inactive records at end of fiscal year.
- Destroy 5 years after file closure.

Guidance:

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 b for electronic copies created with word processing and electronic mail applications deleted 08/22/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Enforcement and Compliance Assurance, Office of Federal Activities

- **Contact:**
- **Telephone:**

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-84-1/11

Entry: 06/18/1993

EPA Approval: Pending

NARA Approval: Pending

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 517

Status: Development, 05/31/2007

Title: Federal Agency Liaison Files

Program: Federal Activities

Applicability: Headquarters

Function: 108-025-08 - Compliance and Enforcement

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:

Includes records used by federal agency liaison personnel in monitoring and coordinating EPA contacts and activities with other federal agencies.

Disposition Instructions:

Item a: Specific federal agency actions

Includes general correspondence with the agencies, National Environmental Policy Act (NEPA) compliance, federal facilities compliance, and other related records.

~~Disposable~~ *Temp*

- Destroy when no longer needed.

Item b: Special projects files

Includes records related to special projects conducted or coordinated by federal agency liaison staff (e.g., interagency task force activities, multiagency activities and reports, GAO reports, and other related project reports).

~~Disposable~~ *Temp*

- Close inactive records upon termination of projects.

- Destroy 10 years after file closure.

Guidance:**Reasons for Disposition:**

This schedule was originally approved as NC1-412-84-1/12. Item b of NC1-412-84-1/12 was previously deleted because interagency agreements are covered by EPA 001 and EPA 003. 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 08/22/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Enforcement and Compliance Assurance, Office of Federal Activities

- **Contact:**
- **Telephone:**

Related Schedules:

EPA 001, EPA 003

Previous NARA Disposal Authority:

NC1-412-84-1/12a and c

Entry: 06/23/1993

EPA Approval: Pending

NARA Approval: Pending

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 585

Status: Development, 03/31/2007

Title: Executive Orders and OMB Circulars Review and Comments File

Program: Federal Activities

Applicability: Headquarters

Function: 306-112 - Policy and Guidance Development

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:

Includes EPA evaluations and comments on Executive Orders and comments originated or coordinated by other federal agencies. Records consist of copies of the Orders and Circulars, internal memos and evaluation documents, and copies of Agency responses.

Disposition Instructions:

Item a: Record copy

~~Disposible~~ *Temp*

- Close inactive records at end of year.
- Destroy 5 years after file closure.

Guidance:

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 b for electronic copies created with word processing and electronic mail applications deleted 08/23/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-78-10/11, NC1-412-84-1/15

Entry: 08/23/1993

EPA Approval: Pending

NARA Approval: Pending