

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-412-07-64</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6/18/07</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 Procurement and Grants			
3 MINOR SUBDIVISION Agency-wide			
4 NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5 TELEPHONE 202-566-1643	DATE <i>3/6/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adriane Thomas</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 6 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, is not required; is attached; or has been requested.			
DATE <i>4/15/07</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

- | | | |
|----|--|-----------------|
| 1. | EPA 290 Administrative Reports and Data Relating To Procurement Operations | NC1-412-85-5/2 |
| 2. | EPA 600 Deviation Requests | NC1-412-85-25/4 |
| 3. | EPA 601 Recipient and Contractor Debarment And Suspension Records | NC1-412-85-25/7 |

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 290

Status: Development, 06/30/2007

Title: Administrative Reports and Data Relating to Procurement Operations

Program: Procurement

Applicability: Agency-wide

Function: 405 - Supply Chain Management

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 administrative reports and data relating to procurement operations.

Disposition Instructions:

Item a: Reports and data used for workload purposes

- **Disposable**
- Close inactive records at end of year.
- Destroy 6 years after file closure.

Item b: All other reports and data

- **Disposable**
- Close inactive records at end of year.
- Destroy 4 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 c for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-85-5/2

Entry: 10/25/1993

EPA Approval: Pending

NARA Approval: Pending

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EPA Records Schedule 600

Status: Development, 06/30/2007

Title: Deviation Requests

Program: Grants

Applicability: Agency-wide

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 requests for deviation from established assistance policies and procedures submitted by award officials.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records at end of year.
- Destroy 4 years after file closure. If records are microformed, destroy paper after quality assurance is completed.

Item b: (Reserved)

Item c: (Reserved)

Guidance:

Other schedules relating to grants include EPA 001 for Superfund site-specific grants and other program support agreements, EPA 232 for waste water construction and state revolving fund grants, and EPA 003 for other types of grants and program support agreements. See EPA 575 for the Grants Information and Control System. Recipient and contractor debarment and suspension records are covered by EPA

601.

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 items in the disposition instructions were changed or deleted in the 06/30/2007 version:

Item a for paper was changed to record copy.

Items b and c for microforms were deleted.

Item d for electronic mail and word processing system copies deleted 08/23/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 001, EPA 003, EPA 232, EPA 244, EPA 575, EPA 601

Previous NARA Disposal Authority:

NC174-118/IV/4a, NC1-412-85-25/4

Entry: 09/03/1993

EPA Approval: Pending

NARA Approval: Pending

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EPA Records Schedule 601

Status: Development, 06/30/2007

Title: Recipient and Contractor Debarment and Suspension Records

Program: Grants

Applicability: Agency-wide

Function: 301-091 - Corrective Action

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:

Consists of documents relating to investigations of contractors and other recipients for debarment or suspension from contracting with or receiving assistance from the federal government. Includes copies of Inspector General reports, attorney recommendations for actions, notifications to respondents, respondents' submissions, hearing transcripts, briefs and motions, final determinations, and settlement agreements for debarment and suspension cases per 48 CFR Subpart 9.4 and 40 CFR Part 32, and other related documents.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records after case is closed, period of debarment or voluntary exclusion is completed or all provisions of the settlement agreement have been completed, whichever is later.
- Destroy 6 years and 3 months after file closure.

Guidance:

See EPA 001 for Superfund site-specific grants and other program support agreements, EPA 232 for waste water construction and state revolving fund grants, and EPA 003 for other types of grants and program support agreements. The Grants Information and Control System (GICS) is covered by EPA 575. EPA 600 covers deviation requests.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

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 items were deleted in the 08/23/2006 version:

Item b - Other records deleted as nonrecords.

Item c - Electronic copies created with word processing and electronic mail applications deleted pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 001, EPA 003, EPA 232, EPA 244, EPA 575, EPA 600

Previous NARA Disposal Authority:

NC1-412-85-25/7

Entry: 09/03/1993

EPA Approval: Pending

NARA Approval: Pending