

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-412-07-65</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request, including amendments, is approved except for items that may be marked Adisposition not approved or A withdrawn in column 10.	
2. MAJOR SUBDIVISION Facilities and Support Services			
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>Adrienne 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 12 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>6/15/07</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 GRS OR SUPERSEDED JOB CITATION	10.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 625 Guard Service Performance | NC1-412-85-26/III/23 |
| 2. | EPA 631 Personal Property Records | NC1-412-85-26/IV/3
NC-412-75-2/II/6* |
| 3. | EPA 640 Motor Vehicle Leases from GSA | NC1-412-85-26/V/6
NC-412-75-2/II/6* |
| 4. | EPA 667 Real Estate Project Requests | NC1-412-85-26/IX/2
NC-412-75-2/VIII/3* |
| 5. | EPA 668 Real Property Records | NC1-412-85-26/IX/3
NC-412-75-2/I/5* |
| 6. | EPA 669 Surplus Real Property Case Files | NC1-412-85-26/IX/4
NC-412-75-2/I/3* |

* Corrections authorized by Sandy York per e-mail of 12/19/08.
Hw 12/22/08

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 625

Status: Development, 06/30/2007

Title: Guard Service Performance

Program: Facilities and Support Services

Applicability: Agency-wide

Function: 401-121 - Security 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:

Records relate to performance of contract security guards.

Disposition Instructions:

Item a: Contracts

- **Disposable**
- Close inactive records after completion of the contract.
- Destroy 2 years after file closure.

Item b: General correspondence

- **Disposable**
- Close inactive records at end of year.
- Destroy 2 years after file closure.

Item c: Nonperformance of assigned duties records

- **Disposable**

- Close inactive records after completion of the contract.
- Destroy 1 year after file closure.

Item d: Post orders

- **Disposable**
- Close inactive records as a Post Order is superseded or discontinuance of the post.
- Destroy 1 year after file closure.

Item e: Special orders

- **Disposable**
- Close inactive records upon termination of the Special Order.
- Destroy 6 months 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 file closure instructions for item b has been changed from when no longer applicable to end of year. The retention has not changed.

Item f 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:**

NC1-412-85-26/III/23

Entry: 09/10/1993

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 631

Status: Draft, 12/31/2008

Title: Personal Property Records

Program: Facilities and Support Services

Applicability: Agency-wide

Function: 401-119-02 - Acquire and Manage Fleets and Equipment

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.

- N1-412-07-65/2

Description:

Consists of registers or tracking systems on personal property items. Includes transactions such as establishing new items, receiving reports, purchase requisitions, issues, inventory adjustments, and related information.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records after life of equipment.
- Destroy 3 years after file closure.

Guidance:

Other personal property records are scheduled as EPA 629 for surplus personal property case files and EPA 630 for excess personal property reports.

Reasons for Disposition:

The following change was made in the 12/31/2008 version:

- Added previously approved NARA disposal authority.

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. Wording in the description has been revised.

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:

EPA 629, EPA 630

Previous NARA Disposal Authority:

NC-412-75-2/I/6, NC1-412-85-26/IV/3

Entry: 09/10/1993

EPA Approval: 06/15/2007

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 640

Status: Draft, 12/31/2008

Title: Motor Vehicle Leases from GSA

Program: Facilities and Support Services

Applicability: Agency-wide

Function: 401-119-02 - Acquire and Manage Fleets and Equipment

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.

- N1-412-07-65/3

Description:

Consists of case files on vehicles leased from the General Services Administration (GSA), including EPA copy of GSA 1152, regarding service to vehicle by other than GSA, services and inspection work orders, and motor vehicle use records.

Excludes: Gasoline receipts covered by EPA 635, item a.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records after vehicle is returned to GSA.
- Destroy 4 years after file closure.

Guidance:

Other records series relating to motor vehicles are scheduled as EPA 635 for motor vehicle operating and maintenance, EPA 636 for motor vehicle cost files, EPA 637 for motor vehicle reports, EPA 638 for motor vehicle accidents, EPA 639 for motor vehicle release files, and EPA 641 for motor vehicle operator files.

Reasons for Disposition:

The following change was made in the 12/31/2008 version:

- Added previously approved NARA disposal authority.

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:

EPA 635, EPA 636, EPA 637, EPA 638, EPA 639, EPA 641

Previous NARA Disposal Authority:

NC-412-75-2/II/6, NC1-412-85-26/V/6

Entry: 09/13/1993

EPA Approval: 06/15/2007

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 667

Status: Development, 06/30/2007

Title: Real Estate Project Requests

Program: Facilities and Support Services

Applicability: Agency-wide

Function: 401-119-01 - Acquire and Manage Facilities

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:

Documents relate to real estate project requests, including approval, establishment of funds, schedules of accomplishments, progress, payments, and the finalization of the projects.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records after completion or disbanding of project.
- Destroy 5 years after file closure.

Guidance:

Other real estate and management records are scheduled as EPA 666 for Agency space files, EPA 668 for real property records, and EPA 669 for surplus real property case files.

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:

EPA 666, EPA 668, EPA 669

Previous NARA Disposal Authority:

NC-412-75-2/VIII/3, NC1-412-85-26/IX/2

Entry: 09/16/1993

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 668

Status: Draft, 07/31/2008

Title: Real Property Records

Program: Facilities and Support Services

Applicability: Agency-wide

Function: 401-119-01 - Acquire and Manage Facilities

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.

- N1-412-07-65/5

Description:

Contains title papers documenting the acquisition of real property. Records include lease files, individual facility files, construction control files, building plans, and specifications, and related records.

Also contains real property reports consisting of reports to the General Services Administration (GSA); inventory reports of jurisdictional status of federal areas within states; and report of EPA total facilities.

Disposition Instructions:

Item a(1): Title papers - All records for property acquired other than abstract or certificate of title

- **Disposable**
- Close inactive records after sale or release by the government of conditions, restrictions, mortgages, or other liens.
- Destroy 10 years after file closure.

Item a(2): Title papers - Abstract or certificate of title

- **Disposable**
- Transfer to new owner upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

Item b: Real property reports

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

Guidance:

Other real estate and management records are scheduled as EPA 666 for Agency space files, EPA 667 for real estate project requests, and EPA 669 for surplus real property case files.

Reasons for Disposition:

The following change was made in the 08/31/2008 version:

- Changed final disposition for item a(2) from varies to disposable.

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The file closure instructions for item b has been changed from when no longer needed to end of year. The retention has not changed.

Item c 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:

EPA 666, EPA 667, EPA 669

Previous NARA Disposal Authority:

NC-412-75-2/I/5, NC1-412-85-26/IX/3

Entry: 09/16/1993

EPA Approval: 06/15/2007

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 669

Status: Draft, 12/31/2008

Title: Surplus Real Property Case Files

Program: Facilities and Support Services

Applicability: Agency-wide

Function: 401-119-01 - Acquire and Manage Facilities

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.

- N1-412-07-65/6

Description:

Consists of case files on disposal of surplus real property and related personal property.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records upon disposal of property.
- Destroy 10 years after file closure.

Guidance:

Other real estate and management records are scheduled as EPA 666 for Agency space files, EPA 667 for real estate project requests, and EPA 668 for real property records.

Reasons for Disposition:

The following change was made in the 12/31/2008 version:

- Added previously approved NARA disposal authority.

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:

EPA 666, EPA 667, EPA 668

Previous NARA Disposal Authority:

NC-412-75-2/I/3, NC1-412-85-26/IX/4

Entry: 09/16/1993

EPA Approval: 06/15/2007

NARA Approval: Pending