

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-412-07-66</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7/27/07</i>	
1 FROM (Agency or establishment)  U.S. Environmental Protection Agency		<b>NOTIFICATION TO AGENCY</b>  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 International Affairs			
3 MINOR SUBDIVISION  Headquarters			
4 NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis	5 TELEPHONE  202-566-1643	DATE <i>7/21/09</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 <u>33</u> 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>7/26/07</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 375 United Nations Environmental Program (UNEP) File	NC1-412-85-16/7	
2	EPA 376 Environmental Organization File	NC1-412-85-16/8	
3	EPA 378 Special Foreign Currency File	NC1-412-85-16/10	
4	EPA 379 Bilateral Programs File	NC1-412-85-16/11	
5	EPA 380 Reimbursable Technical Assistance File	NC1-412--85-16/12	
6	EPA 381 U S and Russia Environmental Agreement File	NC1-412-85-16/13	
7	EPA 382 Laws of the Sea and Deep Seabed Mining Files	NC1-412-85-16/14	
8	EPA 383 Ocean Dumping	NC1-412-85-16/15	
9	EPA 384 Oil Pollution File	NC1-412-85-16/16	
10	EPA 385 NATO Committee on the Challenges of Modern Society (CCMS)	N1-412-99-20	



**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 375**

**Status:** Development, 07/31/2007

**Title:** United Nations Environmental Program (UNEP) File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

### **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 to coordinate EPA involvement with the United Nations Environmental Program (UNEP) and to promote the exchange of environmental policies and information among other countries. Records consist of UNEP Governing Council documents, International Referral Service information, World Environment Day information, international conference material, position papers on international environmental issues, and other related records.

### **Disposition Instructions:**

**Item a:** Record copy

- **Disposable**
- Close inactive records at end of year.
- Destroy 6 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

08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-85-16/7

**Entry:** 12/08/1992

**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 376

**Status:** Development, 07/31/2007

**Title:** Environmental Organization File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

### **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 relating to coordinating activities with non-government activities such as the Sierra Club, American Petroleum Institute, American Association for the Advancement of Science, National Audubon Society, Resources for the Future, etc. Records used to coordinate input from these groups on policy matters with the appropriate EPA program offices. Records consist of correspondence, reports, position papers, and other related records.

### **Disposition Instructions:**

**Item a:** Record copy

- **Disposable**
- Close inactive records at end of year.
- Destroy 3 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.

### **Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/2, NC1-412-85-16/8

**Entry:** 12/08/1992

**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 378

**Status:** Development, 07/31/2007

**Title:** Special Foreign Currency File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

## **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:**

Project files documenting the conduct of international cooperative studies and programs related to international environmental concerns. Projects are funded by foreign currency rather than by U.S. dollars. Records consist of background information, proposals sent by foreign countries, correspondence with project officers and project investigators, progress reports, fiscal reports, travel records, airgrams used in overseas communications, final reports, and other related records.

## **Disposition Instructions:**

### **Item a:** Record copy

- **Disposable**
- Close inactive records upon termination of project agreements.
- Destroy 7 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

08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/6, NC1-412-85-16/10

**Entry:** 12/08/1992

**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 379

**Status:** Development, 07/31/2007

**Title:** Bilateral Programs File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

## **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 evaluation of all international bilateral activities involving EPA and foreign organizations and governments. Agreements relate to areas of environmental concern to the U.S. and other countries.

## **Disposition Instructions:**

### **Item a:** Bilateral agreements

Includes official copies of all bilateral agreements and primary support documents.

- **Disposable**
- Close inactive records upon termination of agreement.
- Destroy 11 years after file closure.

### **Item b:** Other records

Includes correspondence with the countries and within the EPA and information on work accomplishments.

- **Disposable**

- Close inactive records at end of year.
- Destroy 6 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 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:****Previous NARA Disposal Authority:**

NC1-412-78-8/7, NC1-412-85-16/11

**Entry:** 12/08/1992

**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 380

**Status:** Development, 07/31/2007

**Title:** Reimbursable Technical Assistance File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-042-01 - International Environmental Technical Assistance

## **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:**

Project files documenting the conduct of international cooperative agreements related to environmental concerns. These projects provide for U.S. technical assistance under terms of reimbursable agreements. Major agreements provide for environmental technical assistance and technology transfer to Iran, Brazil, and other countries. Records consist of copy of agreement, proposal, funding documents, program reports, and final report.

## **Disposition Instructions:**

### **Item a:** Record copy

- **Disposable**
- Close inactive records upon termination of the agreement.
- Destroy 8 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

08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/8, NC1-412-85-16/12

**Entry:** 12/08/1992

**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 381

**Status:** Development, 07/31/2007

**Title:** U.S. and Russia Environmental Agreement File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

## **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 cooperative agreement between the U.S. and Russia providing for the development of joint environmental research efforts in areas such as air and water pollution, urban pollution problems, wildlife protection, earthquake prediction, and other research areas.

## **Disposition Instructions:**

### **Item a:** Basic agreements

Includes official copy of the agreement and primary supporting documents such as work programs, annual reviews of work accomplished, foreign communication, and final reports.

- **Permanent**
- Close inactive records upon termination of agreement.
- Transfer nonelectronic records to the National Archives in 5 year blocks 10 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 10 years after file closure.

### **Item b:** Other files

Includes documentation related to the overall management of the projects, internal Agency correspondence and memorandums, and other related records.

- **Disposable**
- Close inactive records at end of year.
- Destroy 3 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 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/9, NC1-412-85-16/13

**Entry:** 12/08/1992

**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 382

**Status:** Development, 07/31/2007

**Title:** Laws of the Sea and Deep Seabed Mining Files

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

### **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 documenting the development of a comprehensive treaty on the use and management of the oceans. Areas of concern include international exploration and exploitation of deep seabed minerals, navigation, and fishing rights, and technology transfer, marine pollution, and methods for the settlement of international ocean disputes.

### **Disposition Instructions:**

#### **Item a:** EPA internal documentation

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent to or otherwise duplicated in State Department files.

- **Permanent**
- Close file upon termination of each U.N. Law of the Sea Conference.
- Transfer nonelectronic records to the National Archives in 5 year blocks 10 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 10 years after file closure.

#### **Item b:** Other records

Includes general records such as copies of legislation, conference reports, and all other records sent to or otherwise duplicated in State Department files.

- **Disposable**
- Close file upon termination of each U.N. Law of the Sea Conference.
- Destroy 3 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 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/10, NC1-412-85-16/14

**Entry:** 12/08/1992

**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 383

**Status:** Development, 07/31/2007

**Title:** Ocean Dumping Files

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

### 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 relating to EPA participation in implementing the 1972 Ocean Dumping Treaty. Records relate to EPA chairmanship of the U.S. delegations to treaty group meetings, Agency monitoring of ocean dumping incidents, review and evaluation of ocean dumping regulations, and other related matters. Records consist of position papers, conference reports, correspondence, and other related records

### Disposition Instructions:

**Item a:** Record copy

- **Disposable**
- Close inactive records at end of year.
- 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 deleted

08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/11, NC1-412-85-16/15

**Entry:** 12/08/1992

**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 384

**Status:** Draft, 03/31/2009

**Title:** Oil Pollution File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

## **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.

- N1-412-07-66/9

## **Description:**

Includes records related to EPA participation in the negotiation and implementation of the 1973 Convention on the Prevention of Pollution from Ships and the treaty resulting therefrom. Records relate to Agency recommendations concerning port reception facilities, tank vessel retrofitting, and providing technical assistance to developing countries in oil spill prevention, response, and cleanup

## **Disposition Instructions:**

### **Item a(1):** EPA internal documentation - Nonelectronic

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent to or otherwise duplicated in State Department files.

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

### **Item a(2):** EPA internal documentation - Electronic

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent to or otherwise duplicated in State Department files.

- **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):** EPA internal documentation - Electronic copy of records transferred to the National Archives

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent to or otherwise duplicated in State Department files

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

**Item b:** Other records

Includes general records such as conference and treaty documents, reports, and other records sent to or otherwise duplicated in State Department files.

- **Disposable**
- Close inactive records at end of year.
- Destroy 3 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.

The following change was made in the 03/31/2009 version:

- Changed retention of item a(1) to 10 years

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 c for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 pursuant to NARA Bulletin 2006-04

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/12, NC1-412-85-16/16

**Entry:** 12/08/1992

**EPA Approval:** 07/26/2007

**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 385

**Status:** Development, 07/31/2007

**Title:** NATO Committee on the Challenges of Modern Society (CCMS)

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

### **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 containing the history of the Committee since its inception in 1969. This international committee is composed of members of the North Atlantic Treaty Organization (NATO), and includes a silent consent procedure for participation by other than NATO members

### **Disposition Instructions:**

**Item a:** Formally issued documents, summary reports, and decision sheets (AC/274 numbered documents)

- **Permanent**
- Close inactive records at end of year.
- Transfer nonelectronic records to the National Archives in 5 year blocks 25 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 25 years after file closure.

**Item b:** Coordinators files

Includes correspondence, CCMS General, Plenary, Round Table Topics, and Ad Hoc Topics files, and other records documenting the development of policies and programs or significantly documenting

CCMS program activities, and not duplicated elsewhere.

- **Permanent**

- Close inactive records at end of year.
- Transfer nonelectronic records to the National Archives in 5 year blocks 20 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 20 years after file closure.

**Item c: Pilot studies**

Includes records related to pilot study projects conducted under auspices of the CCMS such as project proposals, study objectives, results, and formal policy statements on the U.S. role in CCMS not duplicated elsewhere.

- **Permanent**

- Close inactive records on completion of study and follow-up activities.
- Transfer to the National Archives in 5 year blocks 25 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 25 years after file closure.

**Item d: Reports**

Includes reports from pilot studies, including both the final reports (Blue Book Series) and Plenum publications.

- **Permanent**

- Close inactive records on completion of study and follow-up activities.
- Transfer to the National Archives in 5 year blocks 25 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 25 years after file closure.

**Item e: Chair or Co-chair files**

Includes meeting agendas, official copies of minutes or transcripts of meetings, copies of official committee reports, and working papers

- **Permanent**

- Close inactive records when a new EPA chair or co-chair is appointed.
- Transfer to the National Archives in 5 year blocks 20 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 20 years after file closure.

**Guidance:**

The Office of International Affairs is responsible for the maintenance and disposition of records covered in items a, b, and d. The program office of the committee chair or co-chair is responsible for the maintenance and disposition of records covered in c and e.

Records for ongoing committee activities may be transferred to the new EPA chair or co-chair. Retire records for committee activities which are no longer active to the FRC.

**Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy. The retention has not changed.

Item f for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/13, NC1-412-85-16/17, N1-412-99-20

**Entry:** 12/08/1992

**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 386

**Status:** Development, 07/31/2007

**Title:** Organization for Economic Cooperation and Development (OECD) Program File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-042-01 - International Environmental Technical Assistance

## **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 EPA participation in the Organization for Economic Cooperation and Development (OECD) and its subsidiary environmental committee and technical groups. Records consist of OECD Council and Executive Committee minutes, environmental committee technical reports, EPA comments and position papers on OECD policy statements, and correspondence with the Organization.

## **Disposition Instructions:**

**Item a:** Record copy

- **Disposable**
- Close inactive records at end of year.
- Destroy 3 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

08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-85-16/18

**Entry:** 12/09/1992

**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 387

**Status:** Development, 07/31/2007

**Title:** Economic Commission for Europe (ECE) File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

## **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 EPA participation in the Economic Commission for Europe (ECE), a United Nations subsidiary organization comprised of Eastern and Western European nations and the Soviet Union. Records consist of copies of the technical documents and policy statements of the ECE's environmental committee, and related correspondence.

## **Disposition Instructions:**

**Item a:** Record copy

- **Disposable**
- 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 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/17, NC1-412-85-16/19

**Entry:** 12/09/1992

**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 388

**Status:** Development, 07/31/2007

**Title:** World Health Organization (WHO) File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

## **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 EPA participation in the environmental programs of the World Health Organization (WHO) and its subsidiary, the Pan American Health Organization. Records consist of copy of EPA international agreement with the WHO, technical reports, and project documents.

## **Disposition Instructions:**

### **Item a:** Basic agreements

Includes copy of EPA and WHO agreement for WHO Collaborating Center for Environmental Pollution Control, work programs, reviews, evaluations, and financial records.

- **Disposable**
- Close inactive records at end of year.
- Destroy 10 years after file closure.

### **Item b:** Other records

Includes correspondence, memoranda, and information related to the management of overall EPA participation in WHO activities.

- **Disposable**

- Close inactive records at end of year.
- Destroy 2 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 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:****Previous NARA Disposal Authority:**

NC1-412-78-8/18, NC1-412-85-16/20

**Entry:** 12/09/1992

**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 390**

**Status:** Draft, 03/31/2009

**Title:** U.S. and Canadian Relations File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

### **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.

- N1-412-07-66/14

### **Description:**

Includes records related to EPA involvement in the environmental problems concerning the U.S. and Canada, based on a 1972 agreement negotiated between the two countries. Environmental areas include Great Lake pollution and other problems of mutual concern.

### **Disposition Instructions:**

#### **Item a(1):** EPA internal documentation - Nonelectronic

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent or otherwise duplicated in State Department files.

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

#### **Item a(2):** EPA internal documentation - Electronic

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent or otherwise duplicated in State Department files.

- **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):** EPA internal documentation - Electronic copy of records transferred to the National Archives

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent or otherwise duplicated in State Department files.

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

*NON-RECORD*

**Item b:** Other records

Includes general records such as copies of agreements, reports, and other records sent to or otherwise duplicated in State Department files.

- **Disposable**
- Close inactive records at end of year.
- Destroy 3 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.

The following change was made in the 03/31/2009 version

- Changed retention of item a(1) to 10 years.

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 c for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/19 and 20, NC1-412-85-16/21 and 22

**Entry:** 12/09/1992

**EPA Approval:** 07/26/2007

**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 391

**Status:** Draft, 03/31/2009

**Title:** U.S. and Mexican Relations File

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

## **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

- N1-412-07-66/15

## **Description:**

Includes records related to EPA involvement in environmental problems and issues of mutual concern to the U.S. and Mexico. Included are border incidents, treaty negotiations under the 1944 International Boundaries Water Treaty, and other agreements. Records consist of correspondence, reports, and other related records.

## **Disposition Instructions:**

### **Item a(1):** EPA internal documentation - Nonelectronic

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent or otherwise duplicated in State Department files.

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

### **Item a(2):** EPA internal documentation - Electronic

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent or otherwise duplicated in State Department files.

- **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):** EPA internal documentation - Electronic copy of records transferred to the National Archives

Includes intra-agency correspondence, memoranda, position papers, and all other EPA internal documentation not sent or otherwise duplicated in State Department files

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

**Item b:** Other records

Includes general records such as copies of agreements, reports, and other records sent to or otherwise duplicated in State Department files

- **Disposable**
- Close inactive records at end of year.
- Destroy 3 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

The following change was made in the 03/31/2009 version:

- Changed retention of item a(1) to 10 years.

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 c for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 pursuant to NARA Bulletin 2006-04

**Custodians:**

Office of International Affairs

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

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-78-8/23, NC1-412-85-16/23

**Entry:** 12/09/1992

**EPA Approval:** 07/26/2007

**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 392

**Status:** Development, 07/31/2007

**Title:** International Travel

**Program:** International Affairs

**Applicability:** Headquarters

**Function:** 401-122 - Travel

## **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 international travel. International Travel Plans (EPA Form 4550-5) show a monthly list of all international travel planned during the coming month, including names of travelers, dates, and countries of trips, and purpose. The International Trip Report Abstract (EPA Form 4550-1) shows the purpose and accomplishments of the trip, institutions or individuals contacted, and recommendations as to the future desirability of continuing these contacts. Also includes the annual summary reports of all foreign travel by EPA personnel.

## **Disposition Instructions:**

### **Item a:** Record copy

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

## **Guidance:**

This schedule covers international travel reports maintained by the Office of International Affairs at Headquarters. International travel reports maintained by other offices are to be filed with the related records (e.g., EPA 006 for program management) and retained according to the disposition instructions for the related records. Travel expense records are covered by EPA 028. See EPA 072 for records related to non-federally funded travel submitted to the Office of Government Ethics. Records related to

official passports are covered by EPA 393.

Records containing sensitive or personal 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.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of International Affairs, Office of Program Management

- **Contact:** Pamela Younger
- **Telephone:** 202-564-6631

**Related Schedules:**

EPA 028, EPA 072, EPA 393

**Previous NARA Disposal Authority:**

NC1-412-78-8/22-25, NC1-412-85-16/24-26, N1-412-03-10

**Entry:** 12/09/1992

**EPA Approval:** Pending

**NARA Approval:** Pending