

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-08-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by DAA-0412-2013-0007.

Date Reported: 08/31/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>				JOB NUMBER <i>NI-412-08-4</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED <i>10/22/07</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request, including amendments, is approved except for items that may be marked A disposition not approved or A withdrawn in column 10.		
2. MAJOR SUBDIVISION  Regional Counsel					
3. MINOR SUBDIVISION  Regions					
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>Alan Schwartz</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>2</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="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.					
DATE <i>8/27/07</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 GRS OR SUPERSEDED JOB CITATION	10.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 230 Public Hearings Files			NC1-412-85-207	

*Re 4/11/08 copies sent to agency, NWMB, NWME, NR, & NWCT*

**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 230**

**Status:** Draft, 01/31/2008

**Title:** Public Hearings Files

**Program:** Regional Counsel

**Applicability:** Regions

**Function:** 305-109-02-04 - Provide Public Information, Education and Outreach

### **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.

- N1-412-08-4

### **Description:**

Contains records used in conducting public hearings at which interested groups comment on proposed indirect sources regulations, compliance schedules, transportation control regulations, and similar matters. Records consist of citizen and congressional inquiries, administrative documentation arranging the hearing, public notice of hearing, and copy of hearing transcript, and related documents.

### **Disposition Instructions:**

#### **Item a(1):** Record copy - Nonelectronic

- **Permanent**
- Close inactive records upon completion of hearing.
- Transfer to National Archives 10 years after file closure.

#### **Item a(2):** Record copy - Electronic

- **Permanent**
- Close inactive records upon completion of hearing.

- 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):** 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.

**Guidance:**

Copies incorporated into other files (e.g., with site or facility files) are to be retained according to the disposition instructions for the records they support.

Administrative Law Judge case files are scheduled as EPA 508.

**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 into three subitems, a(1)-(3).
- Revised the titles of the disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item b 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:**

EPA 508

**Previous NARA Disposal Authority:**

NC1-412-85-20/7

**Entry:** 09/21/1992

**EPA Approval: 08/27/2007**

**NARA Approval: Pending**