

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 147

Status: Development, 05/31/2010

Title: Information Quality Guidelines (IQG) Requests for Correction (RFC) and Reconsideration (RFR) Process

Program: All Programs

Applicability: Agency-wide

Function: 304-104-06 - Quality Management

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.

- Pending

Description:

Includes records created in response to requests from the public about potential errors in information EPA disseminates, as allowable under EPA's information quality guidelines. The complete file contains the original request, copy of the response, and all related documentation that supports the decision to accept or reject the request.

Requests for correction (RFC) include requests rejected due to misinformation, misdirection of the request, or the frivolous nature of the request, approved RFCs and denied RFCs.

Requests for reconsideration (RFR) include requests failing to meet criteria for reconsideration, RFR approved by the Executive Panel, and RFR rejected by the Executive Panel.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close file upon completion of final response and verification of actions taken.
- Destroy 10 years after file closure.

Item b: (Reserved)

Item c: (Reserved)

Item d: (Reserved)

Item e: (Reserved)

Item f: (Reserved)

Guidance:

The Quality Staff, Office of Environmental Information (OEI) is responsible for the overall administration of the RFC and RFR process.

See EPA 089 for the Integrated Error Correction Process Database used to track errors in environmental data on EPA's Web site.

Reasons for Disposition:

The following change was made in the 05/31/2010 version:

- Revised retention from 15 to 10 years.

The following changes were made in the 04/30/2009 version:

- Revised description.
- Combined all previous disposition items (a-f) into one with a consistent retention.

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

Item g 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 Environmental Information, Quality Staff

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Related Schedules:

EPA 089

Previous NARA Disposal Authority:

N1-412-05-4

Entry: 10/17/2002

EPA Approval: Pending

NARA Approval: Pending