

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-10-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by DAA-0412-2013-0011.

Date Reported: 08/31/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>				JOB NUMBER <b>01-412-10-3</b>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED <b>5/11/10</b>	
1 FROM (Agency or establishment) <b>U.S. Environmental Protection Agency</b>				<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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2 MAJOR SUBDIVISION <b>All Programs</b>					
3 MINOR SUBDIVISION <b>Agency-wide</b>					
4 NAME OF PERSON WITH WHOM TO CONFER <b>Connie Thoma</b>		5 TELEPHONE <b>202-564-6874</b>		DATE <b>06-26-2010</b>	ARCHIVIST OF THE UNITED STATES <b>Paul M. Ward</b> (initials)
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>3</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 <b>5/5/10</b>	SIGNATURE OF AGENCY REPRESENTATIVE <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7 Item No.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	147 Information Quality Guidelines (IQC) Requests for Correction (RFC) and Reconsideration (RFR)		N1-412-05-4		

**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

- **Contact:** Connie Thoma
- **Telephone:** 202-564-6874

**Related Schedules:**

EPA 089

**Previous NARA Disposal Authority:**

N1-412-05-4

**Entry:** 10/17/2002

**EPA Approval:** Pending

**NARA Approval:** Pending