

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>N1-412-87-2</i>	DATE RECEIVED <i>1-20-87</i>
		NOTIFICATION TO AGENCY <small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.</small>	
1 FROM (Agency or establishment) Environmental Protection Agency		4 NAME OF PERSON WITH WHOM TO CONFER Harold Webster Thomas Tasker	5 TELEPHONE EXT 382-5912 382-5911
2 MAJOR SUBDIVISION Office of Congressional Liaison Office of Legislative Analysis		DATE <i>7-20-87</i>	ARCHIVIST OF THE UNITED STATES <i>James A. Burke</i>
3 MINOR SUBDIVISION		6 CERTIFICATE OF AGENCY REPRESENTATIVE	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE <i>1/14/87</i>	C SIGNATURE OF AGENCY REPRESENTATIVE Thomas Tasker <i>Thomas Tasker</i>	D TITLE Agency Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1 - 17	The Legislative Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this schedule is part of a major review and update of the EPA Records Control Schedules. Attached is a copy of the revised Legislative Records Control Schedule.	Appendix C Schedule 5	

copies to agency, NWF, NCF
7-21-87

(6 items)

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

LEGISLATIVE RECORDS

APPLICABLE HEADQUARTERS OFFICE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<p><u>Controlled and Major Correspondence of the Director, Office of Congressional Liaison and the Director, Office of Legislative Analysis.</u> Includes copies of controlled and major correspondence signed by the Director. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives in 5yr. blocks.</p>
2.	<p><u>General Correspondence of the Director, Office of Congressional Liaison and the Director, Office of Legislative Analysis.</u> Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
3.	<p><u>Program Development File.</u> Consists of records related to the development of legislative policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office 3 years, then transfer to the FRC. Keep in FRC for 20 years, then offer to the National Archives in 5 yr. blocks.</p>
4.	<p><u>Program Management File.</u> Consists of records related to the management and administrative support of each unit of the Office of Congressional Liaison and Office of Legislative Analysis. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
5.	<p><u>Speeches by Office Director or Staff.</u> Speeches prepared for delivery at civic functions and professional conferences and meetings.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after presentation: Keep in office 5 years, then transfer to the FRC. Keep in FRC 5 years, then offer to the National Archives in 5 yr. blocks.</p> <p>b. <u>Information Copies.</u> Destroy when 1 year old or sooner if no longer needed.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
LEGISLATIVE RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<u>Freedom of Information Response File.</u> Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.	Retention: Retain ² years. Disposition: Break file at end of year. Keep in office current plus 1 additional year, Destroy when 3 years old.
7.	<u>Congressional Committees File.</u> Contains documents and data relating to the makeup, character, status, mission, and activities of the committees. Records consist of membership and staff lists, operational descriptions, statements made to committees, summary of actions, schedules, hearing reports, press releases, legislative calendars, and responses to committee requests.	Retention: Retain 2 years. Disposition: Break file at the end of Congressional session. Keep in office 2 additional years, then destroy.
8.	<u>State Territories and Interstate Group File.</u> Contains documents and data relating to environmental improvement and pollution control by states and state combines. Records consist of lists and descriptions of political leaders, reports on participation in EPA programs, EPA regional reports and evaluations, extracts from <u>Congressional Record</u>, special studies and reports, news clips, State legislative activity reports, and reports on and by special commissions and citizen groups.	Retention: Retain 2 years. Disposition: Break file at the end of 4 years. Keep in office 2 additional years, then destroy.
9.	<u>Grants File - Congressional Data Transfer.</u> Contains documents and data relating to EPA grants made to states, municipalities, counties, inter-state groups, and institutions within states. Records consist of notification of grant awards, notification of grant increases, letters to Congressmen about grant awards or increases, letters from Congressmen and State officials regarding release of funds or system of allotting funds, news clips, extracts from <u>Congressional Record</u>, and summary of grant payments.	Retention: Permanent. Disposition: Break file at the end of 4 years. Keep in office 2 additional years, then transfer to the FRC. Keep in FRC 20 years, then offer to the National Archives.
10.	<u>Senate-, House-, and Joint-Committee Correspondence File.</u> Contains letters (controlled) from Senate-, House-, or Joint-Committees to EPA (Agency management and program offices) and EPA responses.	Retention: Retain 4 years. Disposition: Break file at the end of Congressional session. Keep in office 4 additional years, then destroy.
11.	<u>Non-Congressional, Non-White House, Interagency, Regional Office, and Interoffice Correspondence File.</u> Contains letters (controlled) from and to the White House, other Government agencies, regional offices, and between EPA Headquarters offices concerning the formulation and application of legislation.	Retention: Retain 10 years. Disposition: Break file at the end of Congressional session. Keep in office 2 additional years, then send to FRC. Destroy when 10 years old.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
LEGISLATIVE RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
13	Legislative History File. Contains documents and data relating to environmental- and applied type legislation for which Congress or OMB requests information and/or position statements from EPA. Documents also concern legislation formulated, developed, sponsored, and/or promoted by EPA. Records consist of requests from Congress/OMB for information, EPA statements and comments, bills, acts, clips from Congressional Record, news clips, bill comparisons, copies of related and companion bills, committee reports, international and interagency notes, and memos. File also used for maintaining original or record copies of testimony provided by EPA at Congressional hearings and EPA reports on enrolled bills (report to OMB stating EPA's attitude and position on bill).	Retention: Permanent. Disposition: Break file at the end of Congressional session. Keep in office 2 additional years, then send to FRC. Keep in FRC 20 years, then offer to the National Archives.
13	Agency Proposed Legislation File. Contains documents and data relating to legislation formulated and proposed by Government agencies and executive units and circulated within EPA for evaluation and comment. Records consist of OMB requests for comments, draft bills, letters, forwarding draft to House or Senate, extracts from Congressional Record, comments, and evaluations.	Retention: Retain 10 years. Disposition: Break file at the end of Congressional session. Keep in office 2 additional years, then transfer to the FRC. Destroy when 10 years old.
14	Weekly Legislative Reports. Report on major provisions, issues, status, and expectation of EPA bills and non-EPA bills with an environmental impact and scheduled for Congressional action. Also, covers scheduled committee hearings, persons testifying, and subject of testimony.	Retention: Retain 1 year. Disposition: Break file at the end of Congressional session. Keep in office 1 additional year, then destroy.
15	Enrolled Bill Reports. Position reports by EPA program managers on bills almost immediately after passage by Congress.	Retention: Retain 1 month. Disposition: Break file at the end of month. Keep in office 1 additional month, then transfer to the Legislative History File.
16	EPA Congressional Hearing Testimony. Statements regarding the position of EPA relative to existing or proposed bills, application and enforcement of laws, research and technological development, and similar matters concerning Agency policy.	Retention: Break file at presentation to committee. Disposition: Break file immediately after presentation of committee. Transfer to Legislative History File.
17	Senate and Representative Correspondence File. Contains letters (controlled) from Senators and Representatives to EPA (both Headquarters and regions), and EPA responses.	Retention: Retain 2 years. Disposition: Break file at the end of Congressional session. Keep in office 2 additional years (completion of following session), then destroy.

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Revised Item Numbers compared to Previous Item Numbers, Schedule Number, and NARS Job Number)

Title Of Schedule: Legislative Records

REVISED
Item Numbers

PREVIOUS
Item No. Schedule No. NARS Job No.
C-5 NC1-412-75-1

- 1. (new)
- 2. (new)
- 3. (new)
- 4. (new)
- 5. (new)
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Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Legislative Records

<u>Item No.</u>	<u>Volume On Hand (Cu.ft.)</u>	<u>Growth Per Year (Cu.ft.)</u>	<u>Arrangement Of Files</u>
1	1	1/2	Numerical
3	8	5	Subject
5	1/2	1/4	Chronological