

| | | | |
|--|------------------------------------|---|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER NI-412-95-5 | DATE RECEIVED 8-10-95 |
| 1. FROM (Agency or establishment) Environmental Protection Agency | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Various | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Michael L. Miller | 5. TELEPHONE (202) 260-5911 | DATE 2-12-96 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 13 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,

is not required; is attached; or has been requested.

| | | |
|----------------|---|---------------------------------|
| DATE 8/4/95 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Michael L. Miller | 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|-------------|---|-----------------------------------|----------------------------------|
| | See attached EPA Records Schedules for selected agency-wide audiovisual records | | |

DRAFT OF 10/6/95

U.S. EPA RECORDS CONTROL SCHEDULE

1) SERIES TITLE: Official Portraits

PROGRAM: All Programs

EPA SERIES NO: 710A

NARA SCHEDULE NO. N1-412-95-5/1
(Use this number to retire records to NARA)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Consists of official portraits of senior Agency officials reflecting the historical significance of the Agency and related finding aids and documentation necessary for their proper identification, retrieval, and use.

ARRANGEMENT:

TYPE OF RECORDS:
Photographs

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Photographs

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Administration

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 710A

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Permanent

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: Break file every 10 years.

DISPOSITION INSTRUCTIONS: Transfer to the National Archives in 10 year blocks after file break. Records may be transferred sooner if volume warrants.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Series previously approved by the National Archives for permanent retention. Transfer instructions have been changed to meet Agency needs.

AGENCY-WIDE GUIDANCE: For black and white photographs, retire an original negative and a captioned print. If the original negative is nitrate or glass, include a duplicate negative.

For color photographs, retire the original color transparency or color negative, a captioned print, and an internegative, if one exists.

Other records series related to still photography include:

- EPA 708A - Routine Photographs and Slides
- EPA 709A - Personnel Identification and Passport Photographs
- EPA 711A - Mission-Related Photographs
- EPA 712A - Program Slides
- EPA 713A - Audiovisual Finding Aids and Related Documentation

Audiovisual records are to be maintained in accordance with standards in 36 CFR 1228.184 and 36 CFR 1232.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units CONTACT POINT:

| | |
|--|------------|
| Name: | Name: |
| Location: | Mail Code: |
| Inclusive Dates: | Telephone: |
| Volume on Hand (Feet): | Office: |
| Annual Accumulation: (feet or inches) | Room: |

CONTROL INFORMATION:

RELATED ITEMS: EPA 708A, EPA 709A, EPA 711A, EPA 712A, EPA 713A

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS: NC1-412-83-1/IV/3 and 6

| Approval Date EPA | Approval Date NARA | Entry Date | Last Modified |
|----------------------|-----------------------|---------------|------------------|
| | | 11/18/93 | 10/6/95 |

DRAFT OF 10/6/95

U.S. EPA RECORDS CONTROL SCHEDULE

2) SERIES TITLE: Mission-Related Photographs

PROGRAM: All Programs

EPA SERIES NO: 711A

NARA SCHEDULE NO. N1-412-95-5/2
(Use this number to retire records to NARA)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Consists of photographs depicting various program mission activities of the Agency and related finding aids and documentation necessary for their proper identification, retrieval and use. Examples are interviews with public citizens regarding toxic and hazardous waste, effect of pesticides on the environment and public health.

ARRANGEMENT:

TYPE OF RECORDS:
Photographs

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Photographs

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 711A

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Permanent

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: Break file every 10 years.

DISPOSITION INSTRUCTIONS: Transfer to the National Archives in 10 year blocks after file break. Photographs may be transferred sooner if volume warrants.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Series previously approved by the National Archives for permanent retention. Transfer instructions have been changed to meet Agency needs.

AGENCY-WIDE GUIDANCE: Photographs supporting individual case files (such as permit applications, enforcement actions, site cleanup, or other actions by the Agency) should be linked to the appropriate paper file (eg., a cross reference sheet in the paper file and notations on photo labels).

For black and white photographs, retire the original negative and a captioned print. If the original negative is nitrate or glass, include a duplicate negative. For color photographs, retire the original color transparency or color negative, a captioned print, and an internegative, if one exists. See 36 CFR 1232 for additional information on managing audiovisual materials.

Other records series related to still photography include:

- EPA 708A - Routine Photographs and Slides
- EPA 709A - Personnel Identification and Passport Photographs
- EPA 710A - Official Portraits
- EPA 712A - Program Slides
- EPA 713A - Audiovisual Finding Aids and Related Documentation

Audiovisual records are to be managed in accordance with standards in 36 CFR 1228.184 and 36 CFR 1232.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units CONTACT POINT:

Name:

Name:

Location:

Mail Code:

Inclusive Dates:

Telephone:

Volume on Hand (Feet):

Office:

Annual Accumulation:
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 708A, EPA 709A, EPA 710A, EPA 712A, EPA 713A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-83-1/IV/4 and 6

EPA SERIES NO. 711A

| Approval Date EPA | Approval Date NARA | Entry Date | Last Modified |
|----------------------|-----------------------|---------------|------------------|
| | | 11/18/93 | 10/6/95 |

DRAFT OF 10/6/95

U.S. EPA RECORDS CONTROL SCHEDULE

3) **SERIES TITLE:** Mission-Related Motion Pictures**PROGRAM:** All Programs**EPA SERIES NO:** 719A**NARA SCHEDULE NO.** N1-412-95-5/3
(Use this number to retire records to NARA)**APPLICABILITY:** Agency-wide**IDENTIFYING INFORMATION:**

DESCRIPTION: Consists of motion pictures related to Agency missions. Includes public information films, environmental training films, mini-documentaries, environmental studies, television public service (or spot) announcements, related finding aids and documentation necessary for their proper identification, retrieval, and use, and related script and/or transcripts. There are four types of records:

- a. Agency-sponsored motion picture films for distribution (informational films).
- b. Agency motion picture films made for internal use (program films).
- c. Agency acquired motion picture films.
- d. Unedited outtakes and trims (discards of film productions).

ARRANGEMENT:**TYPE OF RECORDS:**
Motion pictures**SPECIFIC RESTRICTIONS:**
None**MEDIUM:**
Video/film**VITAL RECORD:**
No**FUNCTIONS SUPPORTED:**
Program operations**SPECIFIC LEGAL REQUIREMENTS:**
None

EPA SERIES NO. 719A

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Permanent

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: Break file every 10 years.

DISPOSITION INSTRUCTIONS:

a. Retire original negative or color original plus separate optical sound track, intermediate master positive or duplicate negative plus optical sound track, and sound projections print to the National Archives in 10 year blocks after file break.

b. Retire original negative or color original plus sound, and projection print to the National Archives in 10 year blocks after file break.

c. Retire two projection prints to the National Archives in 10 year blocks after file break.

d. Retire the original negative or color original and a work print to the National Archives in 10 year blocks after file break.

Records may be transferred sooner if volume warrants.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Series previously approved by the National Archives for permanent retention. Transfer instructions have been changed to meet Agency needs.

AGENCY-WIDE GUIDANCE: The program office responsible for producing or acquiring the motion pictures is responsible for maintaining the record copy, implementing the disposition, and transferring the records to the National Archives. All other copies may be destroyed when no longer needed.

Motion pictures supporting individual case files (such as permit applications, enforcement actions, site cleanups, training, and other actions by the Agency) should be linked to the appropriate paper file (eg., cross reference sheet in the paper file and notation on the film label). In that case, disposition for the case files takes precedence.

Unedited outtakes and trims (item d) must be properly arranged, labeled, and described and show unstaged, unrehearsed events of historical interest or historically significant phenomena.

Audiovisual records are to be managed according to the standards in 36 CFR 1228.184 and 36 CFR 1232.

Other series related to motion pictures include:

EPA 713A - Audiovisual Finding Aids and Related Documentation
EPA 717A - Routine Surveillance Motion Pictures
EPA 718A - Routine Scientific, Medical or Engineering Motion Pictures

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units CONTACT POINT:

Name:

Name:

Location:

Mail Code:

EPA SERIES NO. 719A

Inclusive Dates:

Telephone:

Volume on Hand (Feet):

Office:

Annual Accumulation:
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 713A, EPA 717A, EPA 718A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NCI-412-83-1/I/5, 6, 7, 8, 9, and 10

| Approval Date EPA | Approval Date NARA | Entry Date | Last Modified |
|----------------------|-----------------------|---------------|------------------|
| | | 11/23/93 | 10/6/95 |

DRAFT OF 1/29/96

U.S. EPA RECORDS CONTROL SCHEDULE

4) SERIES TITLE: Mission-Related Video Recordings

PROGRAM: All Programs

EPA SERIES NO: 722A

NARA SCHEDULE NO. N1-412-95-5/4
(Use this number to retire records to NARA)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Consists of video recordings related to Agency missions. Includes EPA sponsored productions intended for public distribution; television news releases or information reports on environmental issues; recordings of EPA officials who have attended public meetings, made speeches, been guest speakers, and given testimony before Congress and other hearings; appearances of top EPA officials on TV talk shows, special interviews with newspaper reporters and other forms of media; TV evening and morning network shows discussing environmental issues; and related recordings. Also includes related finding aids and documentation necessary for the proper identification, retrieval, and use of the recordings, and any related script or transcripts.

ARRANGEMENT:

TYPE OF RECORDS:
Video recordings

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Video/film

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 722A

DISPOSITION INFORMATION:

FINAL DISPOSITION:

Permanent

TRANSFER TO FRC PERMITTED:

No

FILE BREAK INSTRUCTIONS: Break file every 10 years.

DISPOSITION INSTRUCTIONS: Retire the original or the earliest generation of the video recording and two duplicates to NARA in 10 year blocks after file break. Records may be transferred sooner if volume warrants.

Note: The "original" or record copy must be in a professional video format.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Series previously approved by the National Archives for permanent retention. Transfer instructions have been changed to meet Agency needs.

AGENCY-WIDE GUIDANCE: The program office responsible for producing the video recording is responsible for maintaining the record copy and duplicates, implementing the disposition, and transferring the records to NARA. All other copies can be erased and reused, or destroyed, when no longer needed.

Video recordings supporting individual case files (such as permit applications, enforcement actions, site cleanup, training, or other actions by the Agency) should be linked to the appropriate paper file (e.g., a cross reference sheet in the paper file and notations on the video labels). In that case, the disposition of the case files takes precedence.

Audiovisual records are to be managed in accordance with 36 CFR 1228.184 and 36 CFR 1232.

Other series related to video recordings include:

- EPA 713A - Audiovisual Finding Aids and Related Documentation
- EPA 721A - Routine Meeting and Award Presentation Videos
- EPA 723A - Internal Management News or Information Videos
- EPA 724A - Press Conference Videos
- EPA 725A - Duplicate Dubbings and Pre-Mix Video Elements
- EPA 726A - Videos Acquired from Outside Sources

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units

CONTACT POINT:

Name:

Name:

Location:

Mail Code:

Inclusive Dates:

Telephone:

Volume on Hand (Feet):

Office:

**Annual Accumulation:
(feet or inches)**

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 713A, EPA 721A, EPA 723A, EPA 724A, EPA 725A, EPA 726A

EPA SERIES NO. 722A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-83-1/III/4, 5, 7, 8, 12 and 13

| Approval Date EPA | Approval Date NARA | Entry Date | Last Modified |
|----------------------|-----------------------|---------------|------------------|
| | | 11/24/93 | 1/29/96 |

DRAFT OF 1/29/96

U.S. EPA RECORDS CONTROL SCHEDULE

5) SERIES TITLE: Mission-Related Sound Recordings

PROGRAM: All Programs

EPA SERIES NO: 730A

NARA SCHEDULE NO. N1-412-95-5/5

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Consists of sound recordings related to Agency missions. Includes EPA developed radio programs or public service announcements; EPA sponsored radio news releases and information programs; records of public meetings or speeches, EPA-sponsored conferences, guest speakers, testimony of EPA officials before Congress and other hearings; recordings relating to specific environmental studies and efforts produced under grants; other recordings related to EPA environmental programs; related finding aids and documentation necessary for the proper identification, retrieval, and use of the files, and any related script or transcript.

ARRANGEMENT:

TYPE OF RECORDS:
Sound recordings

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Sound recordings

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 730A

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Permanent

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: Break file every 10 years.

DISPOSITION INSTRUCTIONS: Retire the original or the earliest generation of the sound recording and two duplicates to the National Archives in 10 year blocks after file break. Records may be transferred sooner if volume warrants.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Series previously approved by the National Archives for permanent retention. Transfer instructions have been changed to meet Agency needs.

AGENCY-WIDE GUIDANCE: Sound recordings supporting individual case files (such as permit applications, enforcement actions, site cleanup, training, or other actions by the Agency) should be linked to the appropriate paper file (e.g., a cross reference sheet in the paper file and notations on the recording label). In that case, the disposition of the case files takes precedence.

For sound recordings usually on audio tape (reel-to-reel, cassette, and compact disc), retire the original recording or the earliest generation of the recording available and two duplicates.

The program office responsible for producing the sound recording is responsible for maintaining the record copy and duplicates, implementing the disposition, and transferring the records to NARA. All other copies can be destroyed when no longer needed.

Audiovisual records are to be managed according to standards in 36 CFR 1228.184 and 36 CFR 1232.

Other series related to sound recordings include:

- EPA 713A - Audiovisual Finding Aids and Related Documentation
- EPA 727A - Sound Recordings of Meetings for Notetaking or Transcription
- EPA 728A - Pre-Mix Sound Recording Elements
- EPA 729A - Daily or Spot News Sound Recordings
- EPA 731A - Internal Management News or Information Sound Recordings
- EPA 732A - Sound Recordings or Programs from Outside Sources

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units

CONTACT POINT:

Name:

Name:

Location:

Mail Code:

Inclusive Dates:

Telephone:

Volume on Hand (Feet):

Office:

**Annual Accumulation:
(feet or inches)**

Room:

EPA SERIES NO. 730A

CONTROL INFORMATION:

RELATED ITEMS: EPA 713A, EPA 727A, EPA 728A, EPA 729A, EPA 731A, EPA 732A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-83-1/II/4, 5, 7, 8 and 11

| Approval Date EPA | Approval Date NARA | Entry Date | Last Modified |
|----------------------|-----------------------|---------------|------------------|
| | | 11/24/93 | 1/29/96 |