

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	N1-412-96-2
1. FROM (Agency or establishment) Environmental Protection Agency		DATE RECEIVED	11-27-95
2. MAJOR SUBDIVISION Various Programs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Michael L. Miller	260-5911	3-23-00	<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 14 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7-14-1995	<i>[Signature]</i> Michael L. Miller	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 GRS OR SUPERSEDED JOB CITATION	10.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 .		
See attached →	<ul style="list-style-type: none"> 099A 385 199H 814 208A 185 294A 356A 461A 511H 540A 683A 733A - NON-RECORD 586E 163A 184A 254H 257H 100A 		
	<p>Crossed out items withdrawn per 7/28/99 letter to EPA from NARA</p> <p style="text-align: center;"><i>BC</i> 7-28-99</p>		

Agency

DRAFT OF 10/6/99

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Information Collection Reports

PROGRAM: Policy

EPA SERIES NO: 199

AGENCY FILE CODE: POLI 199

NARA DISPOSAL AUTHORITY: N1-412-96-2/2
(Use this number to retire records to the FRC)

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APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Files used for the submission and approval of Information Collection Requests (Standard Form 83-I) by the Office of Management and Budget (OMB). Files include correspondence, memoranda, statistics, comments, and other records relating to the justification of the information collection and its approval by the Agency and OMB.

ARRANGEMENT:

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Regulatory development

SPECIFIC LEGAL REQUIREMENTS:

Federal Report Act of 1950
Federal Records Act of 1942
OMB Circular A-40
Paperwork Reduction Act of 1980, 44 USCA 3501, et seq.

EPA SERIES NO. 199

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Electronic versions created with office automation applications: Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file on approval or disapproval of request.

b. See Disposition Instructions.

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DISPOSITION INSTRUCTIONS:

a. Retain in office for at least 3 years. Retire to FRC when no longer active. Destroy when 10 years old.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records were originally scheduled as part of item a of N1-412-87-4/25. The disposition for these reports is being extended for two reasons. First, programs find the need to refer to previous justifications when preparing new ones. Program contacts indicate that they go back as many as two previous submissions to research current requests for information. Second, EPA has been challenged in court on their ability to collect the information. Frequently the litigation is joined years after the data collection effort. This revised disposition allows the Agency to respond for 7 years after the cessation of collection. This meets the statute of limitations and Agency legal needs.

AGENCY-WIDE GUIDANCE: Disposition is to be implemented by OP. Programs preparing the request should include their copies as part of their program management files, EPA 006, and apply the disposition appropriate to those files (generally 5 years).

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Office of Policy

Location: Waterside Mall

Inclusive Dates: 1982 -

Volume on Hand (Feet): 97

Annual Accumulation: 2 ft.
(feet or inches)

CONTACT POINT:

Name: Richard Westlund

Mail Code: 2137

Telephone: 202-260-2745

Office: Regulatory Information Div.

Room: M3313

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CONTROL INFORMATION:

RELATED ITEMS: EPA 006, EPA 198

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: N1-412-87-4/25a

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		9/21/92	10/6/99

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