INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-96-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-03-004.

Date Reported: 08/31/2020
REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Various Programs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Michael L. Miller

5. TELEPHONE
260-5911

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 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
7-14-1995

SIGNATURE OF AGENCY REPRESENTATIVE
Michael L. Miller

TITLE
Agency Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached EPA Records Schedules.

9. GR SSDR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

See attached EPA Records Schedules.

099A 385

200A 294A

356A- 461A

540A- 683A-

733A- Non-record

586b 100A

163A

184A 257A

From NARA

1-29-99

7/28/99 letter to EPA

Withdrawn per 7/28/99 letter to EPA

Crossed out items

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
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)

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: TRANSFER TO FRC PERMITTED:
a. Record copy: Disposable 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.

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: CONTROLLING UNIT:
Name: Office of Policy Name: Richard Westlund
Location: Waterside Mall Mail Code: 2137
Inclusive Dates: 1982 - Telephone: 202-260-2745
Volume on Hand (Feet): 97 Office: Regulatory Information Div.
Annual Accumulation: 2 ft. Room: M3313 (feet or inches)

DRAFT
EPA SERIES NO. 199

CONTROL INFORMATION:
RELATED ITEMS: EPA 006, EPA 198

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

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