

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-412-99-9
		DATE RECEIVED	10-13-98
		NOTIFICATION TO AGENCY	
1. FROM (Agency or establishment) Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Air and Radiation			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Rachel Van Wingen	5. TELEPHONE  (202) 260-9709	DATE	ARCHIVIST OF THE UNITED STATES
		4-27-00	<i>John W. Paul</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 2 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
9/24/98	<i>Rachel Van Wingen</i> Rachel Van Wingen	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	See attached U.S. EPA Records Control Schedule 498H.		

*Agency NAME NUMB*

DRAFT OF 9/9/98

## U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Emission Factors Program (EFP) Test Records

PROGRAM: Air

EPA SERIES NO: 498H

AGENCY FILE CODE: AIRP 498

NARA SCHEDULE NO. Pending

APPLICABILITY: Headquarters

DRAFT

IDENTIFYING INFORMATION:

**DESCRIPTION:** The Emission Factors Program (EFP) is an ongoing program in which EPA tests emissions of privately-owned vehicles. Results are used for the development of the MOBILE model for estimating in-use emission factors for highway vehicles. Consists of "packets", one per vehicle, containing: (1) vehicle and owner identifying information, procurement agreement, owner survey results; (2) vehicle inspection record; (3) raw data in the form of strip-chart recordings and printouts from test instrumentation; and (4) processed data as computer printouts of all emission test results. Data is added to the Ann Arbor In-Use Test Data System (IUTD) which is scheduled separately.

**ARRANGEMENT:** Arranged by vehicle class number.

**TYPE OF RECORDS:**

Case files

**SPECIFIC RESTRICTIONS:**

Enforcement Sensitive Information

**MEDIUM:**

Paper, electronic

**VITAL RECORD:**

Yes

**FUNCTIONS SUPPORTED:**

Program operations

**SPECIFIC LEGAL REQUIREMENTS:**Clean Air Act, as amended, Section 201, et seq.  
40 CFR 86

EPA SERIES NO. 498H

DISPOSITION INFORMATION:

**FINAL DISPOSITION:**

- a. Record copy: Disposable
- b. Electronic version created with office automation applications: Disposable

**TRANSFER TO FRC PERMITTED:**

No  
No

**FILE BREAK INSTRUCTIONS:**

- a. Break file upon completion of test.
- b. See Disposition Instructions.

DRAFT

**DISPOSITION INSTRUCTIONS:**

- a. Keep inactive materials in office 1 year after file break, then destroy.
- b. Delete when record copy is generated, ~~or when no longer needed for reference or updating,~~ retention not to exceed the retention of the record copy covered under item a. <sup>YKJ</sup> <sub>9-9-98</sub>

APPLICATION GUIDANCE:

**REASONS FOR DISPOSITION:** Records support program operations required by statute and regulations.

**AGENCY-WIDE GUIDANCE:** The Ann Arbor In-Use Test Data System (IUTD) is scheduled as EPA 493A.

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**

CUSTODIAL INFORMATION:

**CONTROLLING UNIT:**

**Name:** Air and Radiation  
**Location:** Ann Arbor  
**Inclusive Dates:** 1990 -  
**Volume on Hand (Feet):** 100 ft.  
**Annual Accumulation:** 20 ft.  
 (feet or inches)

**CONTACT POINT:**

**Name:** Lois Platte  
**Mail Code:** AQAB  
**Telephone:** 734-214-4306  
**Office:** Emission Inventory Group  
**Room:** 107, NVFEL

CONTROL INFORMATION:

**RELATED ITEMS:** EPA 493A

**PREVIOUSLY APPROVED BY**  
**NARA SCHEDULE NOS:**

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		6/25/93	9/9/98