

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency	
2. MAJOR SUBDIVISION Various	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Rachel Van Wingen	5. TELEPHONE 202-260-9709

LEAVE BLANK (NARA use only)	
JOB NUMBER	<i>NI-412-99-12</i>
DATE RECEIVED	<i>3-31-99</i>
NOTIFICATION TO 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
<i>7/10/00</i>	<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 3 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
3/31/99	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attached U.S. EPA Records Schedule 187 <i>none</i>		

DRAFT OF 1/3/00

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Intra-Agency and Internal Committee Records

PROGRAM: All Programs

EPA SERIES NO: 187

AGENCY FILE CODE: COMT 187

NARA DISPOSAL AUTHORITY: N1-412-99-12
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Includes records of meetings of committees and non-rulemaking work groups held within EPA. Consists of meeting agendas, official copies of minutes or transcripts of meetings, copies of official committee reports, and background papers.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 187

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Electronic version created
with office automation
applications: Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file when committee superseded or canceled, at the completion of a significant activity (e.g., completion of a research report), or at the change of committee chair.

b. See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 1 year after file break, then retire to FRC. With FRC approval, records may be retired to FRC prior to designated time if volume warrants. Destroy when 5 years old.

b. Delete when record copy is produced.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition based on NC1-412-78-5/1, previously approved by the National Archives.

AGENCY-WIDE GUIDANCE: Disposition is to be applied by committee chair who designates the official copy of committee records and custodian. Copies incorporated into other records series should be disposed of in accordance with the disposition instructions of the related series. Other meetings (for example, meetings with contractors) should be filed with that series and disposed of in accordance with the disposition instructions for that series. All other copies may be destroyed when no longer needed.

Other committee records can be found in:

EPA 181 - Federal Advisory Committee/Board Records
EPA 182 - Meeting Arrangement Records
EPA 186 - Inter-Agency Committee Records
EPA 188 - EPA Steering Committee Files
EPA 518 - Rulemaking Committees

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units

CONTACT POINT:

Name:

Name:

Location:

Mail Code:

Inclusive Dates:

Telephone:

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Volume on Hand (Feet):

Office:

Annual Accumulation:
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 181, EPA 182, EPA 186, EPA 188, EPA 518

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-78-5/1

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
3/31/99		8/12/92	1/3/00