

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

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a. Break file when committee superseded or canceled, at the completion of a significant activity (e.g., completion of a research report), or at the change of committee chair.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