

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-412-99-15	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9-27-99	
1. FROM (Agency or establishment)  Environmental Protection Agency		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Rachel Van Wingen	5. TELEPHONE  202/260-9709	DATE  3-29-00	ARCHIVIST OF THE UNITED STATES  <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 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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/23/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel Van Wingen</i> Rachel Van Wingen	TITLE Agency Records Officer	
		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See attached U.S. EPA Records Control Schedule for:  099			

Copy to NWMD - NR, Agency

DRAFT OF 11/8/99

## U.S. EPA RECORDS SCHEDULE

1) **SERIES TITLE:** Pilot Projects

**PROGRAM:** All Programs**EPA SERIES NO:** 099**AGENCY FILE CODE:** SURV 099**NARA DISPOSAL AUTHORITY:** N1-412-99-15  
(Use this number to retire records to the FRC)**APPLICABILITY:** Agency-wide**IDENTIFYING INFORMATION:**

**DESCRIPTION:** Contains supporting documentation relating to pilot projects which explore new technologies, cleanup methods, etc., to improve the environment in a variety of ways. Frequently a pilot is conducted on a small scale to determine the feasibility of full-scale implementation. Examples include the Medical Waste Tracking demonstration program, Environmental Leadership Pilot Project which encourages facilities to develop innovative auditing and compliance programs and to reduce the risk of non-compliance through pollution prevention practices, and the Delaware Estuary project designed to facilitate access to environmental data in the Delaware Estuary Region. Records consist of proposals, monitoring and measurement plans, correspondence, progress reports, and related documentation.

*Excludes final reports, and unsuccessful bids and proposals which are scheduled separately.*

**ARRANGEMENT:** Arrangement varies.**TYPE OF RECORDS:**  
Case files**SPECIFIC RESTRICTIONS:**  
None**MEDIUM:**  
Paper, electronic,  
photographs, publications,  
maps and architectural materials**VITAL RECORD:**  
No**FUNCTIONS SUPPORTED:**  
Program operations**SPECIFIC LEGAL REQUIREMENTS:**  
None

EPA SERIES NO. 099

**DISPOSITION INFORMATION:**

**FINAL DISPOSITION:**

- a. Record copy: Disposable
- b. Electronic versions created by electronic mail and word processing applications: Disposable

**TRANSFER TO FRC PERMITTED:**

Yes

No

**FILE BREAK INSTRUCTIONS:**

- a. Break file at the completion of the project.
- b. See Disposition Instructions.

**DISPOSITION INSTRUCTIONS:**

- a. Keep inactive materials in office up to 2 years after file break, then retire to FRC. Destroy 10 years after file break.
- b. Delete when recordkeeping copy is generated.

**APPLICATION GUIDANCE:**

**REASONS FOR DISPOSITION:** Pilot projects are undertaken to study the feasibility of a full-scale program. The final reports from pilot studies contain valuable information on the decision-making processes of the Agency, such as technologies and processes considered, etc., and are covered in EPA 258. The 10-year retention for supporting documentation is sufficient for the Agency's administrative needs.

**AGENCY-WIDE GUIDANCE:** If the pilot project becomes an Agency program, the records series must be scheduled separately. A copy of the final report, along with any background documentation generated before the pilot project was initiated, may be filed in Program Development (EPA 143 for Headquarters and EPA 126 for Regions). Copies of documents incorporated into program development files or other series are to be retired according to the disposition instructions for the related series.

Unsuccessful bids and proposals are covered in EPA 275. Final deliverables and reports are scheduled as EPA 258.

Documentation for electronic systems pilot projects is covered in EPA 304 - Systems Documentation.

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**

**CUSTODIAL INFORMATION:**

**CONTROLLING UNIT:** Multiple units

**CONTACT POINT:**

**Name:**

**Name:**

**Location:**

**Mail Code:**

**Inclusive Dates:**

**Telephone:**

EPA SERIES NO. 099

Volume on Hand (Feet):

Office:

Annual Accumulation:  
(feet or inches)

Room:

**CONTROL INFORMATION:**

RELATED ITEMS: EPA 005, EPA 126, EPA 143, EPA 258, EPA 275, EPA 304

PREVIOUSLY APPROVED BY  
NARA SCHEDULE NOS:

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Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		2/13/95	11/8/99