

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-412-99-17	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9-28-99	
1. FROM (Agency or establishment)  Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Rachel Van Wingen	5. TELEPHONE  202/260-9709	DATE 11-25-02	ARCHIVIST OF THE UNITED STATES <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 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 GRS OR SUPERSEDED JOB CITATION	10.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:  461			
<i>cc: Agency HR nwm d nwmw</i>			

DRAFT OF 10/19/01

**U.S. EPA RECORDS SCHEDULE**

**SERIES TITLE:** International Activities and Agreements

**PROGRAM:** All Programs

**EPA SERIES NO:** 461

**AGENCY FILE CODE:** INTE 461

**NARA DISPOSAL AUTHORITY:** N1-412-99/17  
(Use this number to retire records to the FRC)

**DRAFT**

**APPLICABILITY:** Agency-wide

**IDENTIFYING INFORMATION:**

**DESCRIPTION:** Includes documentation related to the international activities of the Agency's programs. Records consist of bilateral and cooperative research agreements and supporting documentation, correspondence, meeting notes and minutes, conference and symposia materials, and records related to multilateral organizations such as the United Nations Environmental Program, the Intergovernmental Maritime Consultative Organization, the World Health Organization, and others.

- a(1). Record copy of routine activities and agreements.
- (2). Record copy of significant activities and agreements.
- b. Electronic versions created with word processing and e-mail applications.

**ARRANGEMENT:** Arrangement varies.

**TYPE OF RECORDS:**  
Case files

**SPECIFIC RESTRICTIONS:**

**MEDIUM:**  
Paper, electronic

**VITAL RECORD:**

**FUNCTIONS SUPPORTED:**  
Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

EPA SERIES NO. 461

**DISPOSITION INFORMATION:**

**FINAL DISPOSITION:**

a(1). Disposable

(2). Permanent

b. Electronic versions created  
with office automation  
applications: Disposable

**TRANSFER TO FRC PERMITTED:**

Yes

Yes

No

**FILE BREAK INSTRUCTIONS:**

a. Break file upon termination of agreement or at end of year.

b. See disposition instructions.

**DRAFT**

**DISPOSITION INSTRUCTIONS:**

a(1). Keep inactive materials in office 2 years after file break, then retire to FRC. Destroy when 6 years old.

(2). Keep inactive materials in office 2 years after file break, then retire to FRC. Transfer to NARA 20 years after file break.

b. Delete when record copy is generated.

**APPLICATION GUIDANCE:**

**REASONS FOR DISPOSITION:** This combines a number of program-specific items, most of which were previously approved as disposable. The record copy of international agreements is maintained by International Activities and scheduled separately.

**AGENCY-WIDE GUIDANCE:** Examples of significant activities and agreements are those which changed EPA policies or practices, or generated great media attention (e.g., the Exxon Valdez oil spill).

The record copy of international agreements is scheduled as EPA 379 - Bilateral Program File.

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**

**CUSTODIAL INFORMATION:**

**CONTROLLING UNIT:** Multiple units

**CONTACT POINT:**

**Name:**

**Name:**

**Location:**

**Mail Code:**

**Inclusive Dates:**

**Telephone:**

**Volume on Hand (Feet):**

**Office:**

EPA SERIES NO. 461

Annual Accumulation:  
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 379

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-75-6/4, NC1-412-76-7/24, NC1-412-77-5/7, NC1-412-82-12/2, NC1-412-85-6/54, NC1-412-85-7/6, NC1-412-85-10/7, NC1-412-85-22/25

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Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		2/26/93	10/17/01

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