

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-412-99-19	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9-27-99	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 3-30-00	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 GRS OR SUPERSEDED JOB CITATION	10.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: 254			

Agency NWMD OR NWMWA NWCT

DRAFT OF 11/1/99

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Communication/Distribution Strategy File

PROGRAM: All Programs

EPA SERIES NO: 254

AGENCY FILE CODE: PROG 254

NARA DISPOSAL AUTHORITY: N1-412-99-19
(Use this number to retire records to the FRC)

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APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records contain communications and distribution plans used to document strategies to announce and disseminate Agency information, publications, and reports. A communications plan is an internal EPA document containing basic information on regulations, reports to Congress, and major policy statements/actions and the strategy for their communication to the affected communities and interested public. A distribution plan is an internal EPA document containing basic information about publications and the strategies for public distribution. Files include copies of the communications/distribution plan (with latest comments), copies of the action or publication, transmittal memos and letters, copies of the Environmental Fact Sheet (where applicable), copies of any press notification (advisories, notes to correspondents, releases), copies of any Office of Communications, Education, and Public Affairs (OCEPA) Updates published, copies of background documents, and copies of Federal Register reprints (where applicable).

ARRANGEMENT: Communication plans arranged by Communications Plan Identification Number (CPID) and distribution plans arranged alphabetically by publication title.

TYPE OF RECORDS:
Subject files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, publications,
electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Public awareness

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 254

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

b. Electronic version created
with office automation
applications: Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS:

a. Break file annually; bring forward active materials.

b. See disposition instructions.

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DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 1 year after file break, then retire to the FRC. Destroy when 5 years old.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: A 5 year retention meets all administrative needs.

AGENCY-WIDE GUIDANCE: This schedule applies to the record copies held in offices responsible for publication distribution. All other copies maintained in other programs can be destroyed when no longer needed.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Communications, Education
and Public Affairs

Location: Waterside Mall

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Doris Fairley

Mail Code: 1703

Telephone: 202-260-5590

Office: Press Relations Div.

Room: W358

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

EPA SERIES NO. 254

Approval
Date EPA
10/7/93

Approval
Date NARA

Entry
Date
3/30/92

Last
Modified
11/1/99

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