

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-412-99- 21	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 3-29-00	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 Rachel Van Wingen <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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: 356			

Agency, NR, NWMD

DRAFT OF 11/1/99

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Federal Register Notice Files

PROGRAM: All Programs

EPA SERIES NO: 356

AGENCY FILE CODE: REGS 356

NARA DISPOSAL AUTHORITY: N1-412-99-21
(Use this number to retire records to the FRC)

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APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of documents related to the publication of notices in the Federal Register. Includes drafts and final notices, tear sheets from the Federal Register, newspaper clippings, press releases, citations and abstracts of articles, correspondence and any logs or tracking systems. **Excludes:** Federal Register notices included in Rulemaking Dockets which are scheduled separately.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files, correspondence

SPECIFIC RESTRICTIONS:

MEDIUM:
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:

EPA SERIES NO. 356

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

b. Electronic versions created
with office automation
applications: Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS:

a. Break file at the end of the year.

b. See Disposition Instructions.

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DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in the office 3 years, then retire to the FRC.
Destroy when 5 years old.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition previously approved by the National Archives for one program office. Applicability has been changed to Agency-wide.

AGENCY-WIDE GUIDANCE: Rulemaking Dockets are scheduled as EPA 150.

Copies of these documents incorporated into other series should be disposed of in accordance with the disposition instructions for the related series.

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:

Annual Accumulation:
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 150

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/63, 64 and 65, NC1-412-85-24/46

EPA SERIES NO. 356

Approval
Date EPA
4/28/95

Approval
Date NARA

Entry
Date
9/16/92

Last
Modified
11/1/99

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