

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG-412
9 items

LEAVE BLANK	
DATE RECEIVED JUN 27 1974	JOB NO. NC 174-273
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
8-26-74 Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency
2. MAJOR SUBDIVISION
Office of Water and Hazardous Materials
3. MINOR SUBDIVISION
Municipal Waste Water Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Harold R. Masters

5. TEL. EXT.
755-0840

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6/25/74 *Harold R. Masters* Chief, Administrative Management Br.
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1-9	Descriptions and retention for Municipal Waste Water Systems items 1-9 are attached		

Octavia

To be closed - no copy to be sent to Suitland - EPA is printing this schedule & expects to have the printed version ready for distribution in 2 weeks. They will send us 3 copies so we can distribute them ourselves. CSR 8/28/74

ENVIRONMENTAL PROTECTION AGENCY

MANUAL

APPENDIX B

RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

. MUNICIPAL WASTE WATER SYSTEMS DIVISION

The records described below relate to the processing, reporting, and maintaining data relating to the needs and grants for: and the cost of waste water systems. Development of standards, regulations, and guidelines for the operation and maintenance of waste water systems. Conducting of the needs survey and the management of obligations and outlays in the construction grants program.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	General Inquiry and Response File (INR). File Contains letters from Senators, Representatives, community leaders, State representatives, trade organization leaders, and others dealing with grants or projects, equipment or supplies, or some technical phase or aspect of waste water treatment.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then destroy.</p>
2.	<p>R Grants - Obligations and Outlays (GRO). Summaries and detailed estimates of construction grants, quarterly outlay projections, directives to regions on awards, methods and procedures for allotment, legal opinions, presentation and briefing material for congressional hearings, reports of obligations and outlays by States and territories, project registers, 30% reimbursable program, status of funding.</p>	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office 2 years, then send to Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.</p>
3.	Legislation file. Contains copies of acts, analysis of acts and	<p><u>Retention:</u> Retain 10 years.</p>

TN
ORIGINATOR:

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Item	Name and Description of Record/File	Retention Period and Disposition
	amendments, reports on compliance with acts, news clips, congressional and interagency correspondence, data on implementation, hearing transcripts, press releases, etc.	<u>Disposition:</u> Break file at end of 2 years. Keep in office 1 year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy.
4.	Needs Survey File (NDS). Contains copies of completed questionnaires, briefing notes for congressional hearings, census reports, reports on meetings with OMB, survey questionnaire design data and evaluation reports, survey methods and techniques, comments on surveys, survey schedules, and survey reports.	<u>Retention:</u> Retain 10 years after completion of survey. <u>Disposition:</u> Break file upon completion of survey. Keep in office 1 year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy.
5.	Permit processing File (PMT). Municipal permits, lists of regional coordinators, design of program, procedures for issuing permits, Format for permits, permit program status, inquiries regarding permit program, applications for permits.	<u>Retention:</u> Retain 12 years. <u>Disposition:</u> Break file at end of 2 years. Keep in office 1 year, then send to Federal Records Center. Keep in FRC for 11 years, then destroy.
6.	Plant Efficiency (210) Survey File. List of survey questions, survey form design, survey procedures and methodology, survey schedules, and completed questionnaires.	<u>Retention:</u> Retain 10 years after completion of survey. <u>Disposition:</u> Break file upon completion of survey. Keep in office 1 year, then send to Federal Records Center. Keep in

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Item	Name and Description of Record/File	Retention Period and Disposition
7.	<p>Cost - Construction and O&M. Equipment cost lists, reports of labor costs, cost indexes for sewers, techniques for estimating, lists of engineering services, statistical reports on sewage and water-works construction, lists of plants and costs, reports on contract awards, profiles of O&M costs (charts) wholesale prices and prices index reports.</p>	<p>FRC for 9 years, then destroy.</p> <p><u>Retention:</u> Retain 2 years after completion of index.</p> <p><u>Disposition:</u> Break file upon completion of index. Keep in office 2 years, then destroy.</p>
8.	<p>Standards - Regulations and Guidelines File, Complaints about a rule or standard, proposed changes, Notice of changes or additions (for publication in Federal Register), hearing notices, hearing arrangements, transcripts, guidelines, press releases, and news clips.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office 1 year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy.</p>
9.	<p>Technical Advisory Group File. Invitations to join the Group, Group membership list, resumes of Group members, mission statements, strategy papers, meeting agendas, travel vouchers, hotel reservations, minutes of meetings, and funding statements.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 2 years, then destroy.</p>