

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>OCT 10 1974</b>	JOB NO <b>NC - 412 - 75 - 2</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>4-30-75</b> <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 Planning and Management

3 MINOR SUBDIVISION  
Office of Administration

4 NAME OF PERSON WITH WHOM TO CONFER  
Mr. 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 30 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**OCT 4 1974**  
(Date)

*Harold R. Masters*  
(Signature of Agency Representative)

Chief, Administrative Management Br.  
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Descriptions and retentions for the Facilities and Support Services Division, Office of Administration are <del>attached</del> <b>RECORDS</b>		
1 - 7	Property records		
1 - 8	Motor Vehicle records		
1 - 7	Transportation records		
1 - 15	Communications records		
1 - 7	Printing records		
1 - 5	Safety records		
1 - 4	Visual Aids and Graphic records		
1 - 7	Space and Maintenance records		
	<i>* Change authorized by Mr Tasker. 4/9/75. CSR</i>		
	<i>83 items</i>		

*Copy to the Agency 5/6/75 DR*



APPENDIX B

RECORDS CONTROL SCHEDULES

ANNUAL

RECORDS MANAGEMENT

PROPERTY RECORDS

These records relate to the property functions of the Agency which include sales of real and personal property surplus to the needs of the Government; permanent real property records; other property records; reports of survey files; excess personal property reports; and real property studies.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	Real Property Studies. Studies relating to real property together with background papers showing inception, scope, and accomplishments.	<p><u>Retention:</u> Destroy.</p> <p><u>Disposition:</u> Break file when no longer needed and destroy.</p>
2.	<p>Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those turned over to receiver).</p> <p>a. Transactions of \$2,500 or less.</p>	<p><u>Retention:</u> Retain 3 years after final payment.</p> <p><u>Disposition:</u> Break file after final payment. Keep in office for 3 years, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
3.	Case files on disposal of surplus real property and related personal property.	<p>Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 4 years, then destroy.</p> <p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon disposal of property. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 7 years, then destroy.</p>
4.	<u>Excess Personal Property Reports.</u> Copies of reports to GSA regarding excess personal property.	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file 1 year after completion of report. Keep in office for 3 years, then destroy.</p>
5.	<p><u>Real Property Records.</u></p> <p>a. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).</p> <p>(1) All records for property acquired other than abstract or certificate of title.</p>	<p><u>Retention:</u> Retain 10 years after sale or release.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>b. Transactions of more than \$2,500, excluding those under item c below.</p> <p>c. Selected files that are unique in character relating to transactions over \$25,000.</p>	<p><u>Retention:</u> Retain 6 years after final payment.</p> <p><u>Disposition:</u> Break file after final payment. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 4 years, then destroy.</p> <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file after final payment.</p>
3.	<p>Case files on disposal of surplus real property and related personal property.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon disposal of property. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.</p>
4.	<p>Excess Personal Property Reports. Copies of reports to GSA regarding excess personal property.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file 1 year after completion of report. Keep in office for 2 years, then destroy.</p>
5.	<p>Permanent Real Property Records.</p> <p>a. Installation or facility records consisting of: easements, leases, licenses, permits,</p>	<p><u>Retention:</u> Permanent</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
	<p>(2) Abstract or certificate of title.</p> <p>b. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by EPA, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title</p>	<p><u>Disposition:</u> Break file after sale or release by the Government of conditions, restrictions, mortgages, or other liens. Keep in office for 10 years, then destroy.</p> <p><u>Retention:</u> Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p> <p><u>Disposition:</u> Break file and transfer upon unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p> <p><u>Retention:</u> Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p> <p><u>Disposition:</u> Break file and transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p>

<p>APPENDIX B</p> <p>RECORDS CONTROL SCHEDULES</p>	<p><b>MANUAL</b></p> <p>RECORDS MANAGEMENT</p>
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Item	Name and Description of Record/File	Retention Period and Disposition
	<p>and agreements which have been terminated or have expired; master plans; installation brochures and historical data; appraisal reports; correspondence pertaining to installation or facility; industrial facilities data; and real property disposal documents.</p> <p>b. Deeds and Related Title Papers. Deeds, title documents, certificates of title, abstracts of title, tract descriptions, certificates of inspection and possession, payment and closing sheets, and legal documents resulting from Government condemnation action for installation or facility.</p> <p>c. Real property reports consisting of: real property reports to GSA; inventory reports of jurisdictional status of Federal areas within States; and report of EPA total facilities.</p>	<p><u>Disposition:</u> Break file after disposal of installation or facility. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.</p> <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Keep in office until property has been transferred to another Government agency or disposed of, then transfer to Federal Records Center. Keep in FRC for 10 years, and then offer to the National Archives.</p> <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file when information is no longer needed. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>papers, provided: (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.</p> <p>c. Real property reports consisting of: real property reports to GSA; inventory reports of jurisdictional status of Federal areas within States; and report of EPA total facilities.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file when information is no longer needed. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 7 years, then destroy.</p>
6.	<p><u>Property Records (Voucher Register).</u> Mechanized register reflecting property items having activity during period covered by the register. This register is an audit trail and includes transactions such as the following: transactions establishing new items, receiving reports, issues, inventory adjustments, etc.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 3 years, then destroy.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
6.	Property Records (Voucher Register). Mechanized register reflecting property items having activity during period covered by the register. This register is an audit trail and includes transactions such as the following: transactions establishing new items, receiving reports, issues, inventory adjustments, etc.	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 3 years, then destroy.</p>
7.	Reports of Survey Files. Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability or destruction of Government property, and for determination of the question of pecuniary or other responsibilities.	<p><u>Retention:</u> Retain 2 years after completion of survey.</p> <p><u>Disposition:</u> Break file upon completion of survey. Keep in office for 2 years, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
7.	<p><u>Reports of Survey Files.</u> Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability or destruction of Government property, and for determination of the question of pecuniary or other responsibilities.</p>	<p><u>Retention:</u> Retain 2 years after completion of survey.</p> <p><u>Disposition:</u> Break file upon completion of survey. Keep in office for 2 years, then destroy.</p>

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MOTOR VEHICLE RECORDS

These records relate to the management, maintenance, and operation of motor vehicles used by the Agency and include motor vehicle operating and maintenance records; motor vehicle ledger and work sheets providing cost and expense data; reports on motor vehicles (other than accident, operating, and maintenance reports); and vehicle release files (includes certificates of release, copies of title papers, and related correspondence and sales papers).

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Motor Vehicle Operating and Maintenance Records.</u></p> <p>a. <u>Operating Records.</u></p> <p>b. <u>Maintenance Records.</u></p>	<p><u>Retention:</u> Retain 3 months.</p> <p><u>Disposition:</u> Break file after 3 months, then destroy.</p> <p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.</p>
2.	<p>Motor vehicle ledger and work sheets providing cost and expense data.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file after discontinuance of ledger or date of work sheet. Keep in office for 3 years, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
3.	Report on motor vehicles (other than accident, operating, and maintenance reports).	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 3 years, then destroy.</p>
4.	Records relating to motor vehicle accidents, maintained by transportation unit.	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file after case is closed. Keep in office for 6 years, then destroy.</p>
5.	<u>Vehicle Release Files.</u> File includes certificates of release, copies of title papers, and related correspondence and sales papers.	<p><u>Retention:</u> Retain 4 years.</p> <p><u>Disposition:</u> Break file after vehicle leaves Agency custody. Keep in office for 4 years, then destroy.</p>
6.	Case files on vehicles leased from GSA, including EPA copy of GSA 1152, statements regarding service to vehicle by other than GSA, service and inspection work orders, and motor vehicle use records.	<p><u>Retention:</u> Retain 4 years.</p> <p><u>Disposition:</u> Break file after vehicle is returned to GSA. Keep in office for 4 years, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
7.	Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file after separation of employee or recession to operate Government-owned vehicle. Keep in office for 3 years, then destroy.</p>
8.	<p><u>Vehicle Daily Utilization Files.</u> Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle.</p>	<p><u>Retention:</u> Retain 3 months.</p> <p><u>Disposition:</u> Destroy 3 months after inclusion of date to other records.</p>

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TRANSPORTATION RECORDS

These records relate to the movement of goods and persons as ordered by the Agency and include Government bills of lading; freight records and supporting papers, including files relating to the shipment of household effects; documents relating to transportation rates, freight classifications, and similar matters; and reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p>Freight records consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage or demurrage reports, parcel post shipments, and all supporting documents, including files relating to the shipment of household effects.</p> <p>a. Issuing Office Memorandum Copy.</p> <p>b. Other Copies.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 3 years, then destroy.</p> <p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.</p>

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TRANSPORTATION RECORDS

These records relate to the movement of goods and persons as ordered by the Agency and include Government bills of lading; freight records and supporting papers, including files relating to the shipment of household effects; documents relating to transportation rates, freight classifications, and similar matters; and reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p>Freight records consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage or demurrage reports, parcel post shipments, and all supporting documents, including files relating to the shipment of household effects.</p> <p>a. Issuing office memorandum copy.</p> <p>b. Other copies.</p>	<p><u>Retention:</u> Retain 4 years.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.</p> <p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
2.	<p><u>Damaged or Improper Shipment.</u>                      Reports and records of shipments received from contractors and other Government agencies in damaged or otherwise unsatisfactory condition because of deficiencies in preservation, packaging, marking, loading, storage, or handling.</p>	<p><u>Retention:</u> Retain 3 years.   <u>Disposition:</u> Break file at end of 1 year. Keep in office for 3 years, then destroy.</p>
3.	<p><u>Prepaid Outbound Salvage Bill of Lading Files.</u> Includes documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight for shipment.</p>	<p><u>Retention:</u> Retain 2 years.   <u>Disposition:</u> Break file at end of 1 year. Keep in office for 2 years, then destroy.</p>
4.	<p><u>Prepaid Inbound Bill of Lading Files.</u> Includes documents relating to inbound shipments where freight charges are prepaid by the shipper; receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents and related correspondence.</p>	<p><u>Retention:</u> Retain 2 years.   <u>Disposition:</u> Break file at end of 1 year. Keep in office for 2 years, then destroy.</p>
5.	<p>Documents relating to solicited or unsolicited tenders of reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight.</p>	<p><u>Retention:</u> Retain 1 year.   <u>Disposition:</u> Break file when rates or tariffs are superseded or rescinded. Keep in office for 1 year, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
6.	Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters.	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file when rate is superseded, obsolete, or no longer required. Keep in office for 3 years, then destroy.</p>
7.	Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file when report or study is completed. Keep in office for 1 year, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
6.	Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file when rate is superseded, obsolete, or no longer required. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.</p>
7.	Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file when report or study is completed. Keep in office for 1 year, then destroy.</p>

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COMMUNICATIONS RECORDS

These records relate to communication functions of the Agency which include wire and wireless messages, summary of long distance telephone reports, requests for installation, alteration, relocation, or removal of telephone facilities, and postal records.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Communication Program Files.</u> Documents providing guidance for the development of the communications segment.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file when no longer needed. Keep in office for 3 years, then destroy.</p>
2.	<p>Correspondence and report files of the unit responsible for the communication function.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 2 years, then destroy.</p>
3.	<p><u>Wire and Wireless Message Files.</u></p> <p>a. Copies of incoming and outgoing wire and wireless messages and all related records.</p>	<p><u>Retention:</u> Retain 6 months.</p> <p><u>Disposition:</u> Break file after 6 months and destroy.</p>

## . COMMUNICATIONS RECORDS

These records relate to communication functions of the Agency which include wire and wireless messages, summary of long distance telephones reports, requests for installation, alteration, relocation, or removal of telephone facilities, and postal records.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	Communication Program files. Documents providing guidance for the development of the communications segment.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file when no longer needed. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.
2.	Correspondence and report files of the unit responsible for the communication function.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 2 years, then destroy.
3.	Wire and Wireless message files. a. Copies of incoming and outgoing wire and wireless message and all related records.	<u>Retention:</u> Retain 6 months. <u>Disposition:</u> Break file after 6 months and destroy.

Item	Name and Description of Record/File	Retention Period and Disposition
4.	<p>b. Teleautograph and telescribers tapes.</p>	<p><u>Retention:</u> Destroy after message is dispatched.</p> <p><u>Disposition:</u> See Retention above.</p>
	<p>c. Original copies of outgoing messages retained by the communications unit.</p> <p>(1) Authorization copy not duplicated elsewhere showing time of dispatch.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 2 years, then destroy.</p>
	<p>(2) Authorization copy duplicated elsewhere and showing time of dispatch.</p>	<p><u>Retention:</u> Retain 6 months.</p> <p><u>Disposition:</u> Break file after 6 months then destroy.</p>
	<p>Summaries of long distance telephone reports used to indicate authorized use of telephone service as well as to audit expense voucher.</p>	<p><u>Retention:</u> Retain 1 year after audit.</p> <p><u>Disposition:</u> Break file at end of fiscal year. Keep in office for 1 year after records have been audited.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
5.	Requests from operating units for installation, alterations, relocation, or removal of telephone facilities.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after work performed or requests canceled. Keep in office 1 year, then destroy.</p>
6.	Messenger service records including daily logs, assignment records and instructions, delivery receipts, route schedules and related and similar records.	<p><u>Retention:</u> Retain 2 months.</p> <p><u>Disposition:</u> Break file after 2 months, then destroy.</p>
7.	<p><u>Registered and Insured Mail Files</u></p> <p>a. Record of received or dispatched registered mail pouches.</p> <p>b. Receipt for incoming and insured mail.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.</p> <p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
	<p>c. Record of incoming and outgoing registered and insured mail.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.</p>
	<p>d. Return receipts for registered, insured, and special delivery mail.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.</p>
8.	<p>Statistical reports of postage used on outgoing mail.</p>	<p><u>Retention:</u> Retain 6 months.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 6 months, then destroy.</p>
9.	<p>Production reports of mail handled and work performed.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 1 year, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
10.	Record of remittances (check, cash, stamps, and money orders) and other valuable enclosures received through the official mail and messenger service.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after 1 year. Keep in office for 1 year, then destroy.</p>
11.	Record of receipts for mail and packages received through the official mail and messenger service.	<p><u>Retention:</u> Retain 6 months.</p> <p><u>Disposition:</u> Break file after 6 months, then destroy.</p>
12.	Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 1 year, then destroy.</p>
13.	Records of receipt and routing of incoming and outgoing mail.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after 1 year. Keep in office for 1 year, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
14.	Official penalty mail reports and all related reports.	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 2 years, then destroy.</p>
15.	Requisition for stamps, (exclusive of copies used as supporting documents to payment vouchers).	<p><u>Retention:</u> Retain 6 months.</p> <p><u>Disposition:</u> Break file after 6 months, then destroy.</p>

PRINTING RECORDS

These records relate to printing activities of the Agency which include requests for printing service, control, production and distribution of individual jobs or projects; reports to congress; mailing or distribution lists; and records of office copying equipment.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	Requisitions on the Public Printer and all supporting papers. (Current fiscal year plus previous 2 fiscal years).	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file after completion or cancellation of requisition. Keep in office for 3 years, then destroy.</p>
2.	<p>Job records and all related papers pertaining to printing, duplicating, and distribution jobs.</p> <p>a. Files pertaining to the accomplishment of the job, containing the requisition and all related papers.</p> <p>b. Files pertaining to planning, standards, cost, and related technical matters.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after completion of job. Keep in office for 1 year, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 3 years, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
3.	Control registers pertaining to requisitions and work orders.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after close of fiscal year in which compiled. Keep in office for 1 year, then destroy.</p>
4.	<p><u>Reports to Congress.</u></p> <p>a. Agency reports to the Joint Committee on Printing regarding operation of "Printing Plants," procurement of commercial printing and inventories of printing plant equipment.</p> <p>b. Copies in subordinate units of the above reports and related work papers.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file after completion of report. Keep in office for 3 years, then destroy.</p> <p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after completion of report. Keep in office for 1 year, then destroy.</p>
5.	<p><u>JCP authorizations.</u> Correspondence and authorizations by the Joint Committee on Printing and related papers.</p> <p>a. Establishment, relocation, and disestablishment of printing plants.</p>	<p><u>Retention:</u> Retain 2 years after relocation or disestablishment of printing plants.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
3.	Control registers pertaining to requisitions and work orders.	<u>Retention:</u> Permanent  <u>Disposition:</u> Keep in office for reference.
4.	Reports to the Congress.  a. Agency reports to the Joint Committee on Printing regarding operation of "Printing Plants," procurement of commercial printing, and inventories of printing plant equipment.  b. Copies in subordinate units of the above reports and related work papers.	<u>Retention:</u> Retain 3 years.  <u>Disposition:</u> Break file after completion of report. Keep in office for 3 years, then destroy.  <u>Retention:</u> Retain 1 year.  <u>Disposition:</u> Break file after completion of report. Keep in office for 1 year, then destroy.
5.	JCP authorizations. Correspondence and authorizations by the Joint Committee on Printing and related papers.  a. Establishment, relocation, and disestablishment of printing plants.	<u>Retention:</u> Permanent.  <u>Disposition:</u> Break file when no longer active. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>b. Acquisition, transfer, and disposal of equipment.</p> <p>6. Mailing or distribution lists.</p> <p>a. Correspondence, request forms, and other records relating to changes in mailing lists.</p> <p>b. Card lists.</p> <p>c. Plate or stencil mailing lists.</p>	<p><u>Disposition:</u> Break file after relocation or disestablishment of printing plant. Keep in office for 2 years, then destroy.</p> <p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file after disposal of equipment. Keep in office for 2 years, then destroy.</p> <p><u>Retention:</u> Retain 3 months.</p> <p><u>Disposition:</u> Destroy 3 months after revision.</p> <p><u>Retention:</u> Destroy when canceled or revised.</p> <p><u>Disposition:</u> See Retention above.</p> <p><u>Retention:</u> Destroy when canceled or revised.</p> <p><u>Disposition:</u> See Retention above.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
7.	<p><u>Office Copying Equipment Files.</u></p> <p>a. Procurement requests, justifications, approvals, or disapprovals, whether purchase or rental equipment (except equipment in printing, duplication, or reproduction facilities).</p> <p>b. Daily production records.</p> <p>c. Production records or reports (other than daily), cost records (including repairs, maintenance, supplies, operating labor, depreciation) and studies.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file after acquisition of equipment or disapproval. Keep in office for 2 years, then destroy.</p> <p><u>Retention:</u> Retain 3 months.</p> <p><u>Disposition:</u> Destroy 3 months after inclusion of data in monthly (or other consolidated) reports.</p> <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file when machine is disposed of. Keep in office for 5 years, then destroy.</p>

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SAFETY RECORDS

These records relate to the program administered by the Agency for the protection of its employees, property, and those for whom it has a responsibility and include development of safety standards, correspondence, reports, and all related papers concerning individual accidents occurring at installations and reports of surveys and inspections of Government-owned facilities.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Safety Standards Files.</u> Documents created in the development of safety standards and practices in: developmental and production operations; and the safe location design, layout, equipment, and construction of facilities and other areas requiring safety standards. The files include recommendations, coordination actions, studies, and other actions taken to establish standards.</p>	<p><u>Retention:</u> Retain until superseded or canceled.</p> <p><u>Disposition:</u> Break file when superseded or canceled, then destroy.</p>
2.	<p><u>Accident Case Files.</u> Correspondence, reports, and all related papers concerning individual accidents occurring at installations.</p> <p>a. <u>Headquarters Files.</u></p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file when no longer needed. Keep in office for 3 years, then transfer to Federal Records Center. Keep in FRC for 7 years, then destroy.</p>

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. SAFETY RECORDS

These records relate to the program administered by the Agency for the protection of its employees, property, and those for whom it has a responsibility and include development of safety standards, correspondence, reports, and all related papers concerning individual accidents occurring at installations and reports of surveys and inspections of Government-owned facilities.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p>Safety Standards files. Documents created in the development of safety standards and practices in: developmental and production operations; and the safe location, design, layout, equipment, and construction of facilities and other areas requiring safety standards. The files include recommendations, coordination actions, studies, and other actions taken to establish standards.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then transfer to Federal Records Center. Keep in FRC for 7 years, then destroy.</p>
2.	<p>Accident Case files. Correspondence, reports, and all related papers concerning individual accidents occurring at installations.</p> <p>a. Headquarters files.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file when no longer needed. Keep in office for 3 years, then transfer to Federal Records Center. Keep in FRC for 7 years, then destroy.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
3.	<p>b. <u>Field offices Files.</u></p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file when no longer needed. Keep in office for 2 years, then destroy.</p>
	<p><u>Safety Program Report Files.</u> Statistical reports of injuries and accidents.</p>	
	<p>a. <u>Headquarters Files.</u></p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file when no longer needed. Keep in office for 5 years, then destroy.</p>
	<p>b. <u>Field offices Files.</u></p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file when no longer needed. Keep in office for 2 years, then destroy.</p>
4.	<p><u>Property Safety Files.</u> Safety inspection and maintenance records for all EPA real and personal property.</p>	<p><u>Retention:</u> Destroy.</p> <p><u>Disposition:</u> Break file and destroy when related property is disposed of by EPA.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
5.	<p><u>Protective and Preventive Measures Report Files.</u> Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file when no longer needed. Keep in office for 3 years, then destroy.</p>

VISUAL AIDS AND GRAPHIC RECORDS

These records relate to the documents and other material prepared for the purpose of assisting Agency officials in presentations such as Congressional hearings, program reviews, technical briefings, etc; processing and production of photographic services; reports of photographic production; and cards showing film and equipment on loan.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p>Documents and other material prepared for the purpose of assisting EPA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.</p> <p>a. Original art work.</p> <p>(1) Art work used in Congressional Hearings; budget presentations; summary review conferences; technical briefings; and presentations to the public such as speeches, releases to news media, educational briefs, and exhibits.</p> <p>(2) Art work used in fund drives, posters for employee sponsored activities, illustrations used in administrative function activities, and other routine in-house activities.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file after project/program is completed. Keep in office for 3 years, then destroy.</p> <p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after project/program is completed. Keep in office for 1 year, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
	<p>b. Slides and viewgraphs used by program, staff, and project offices for presentation.</p> <p>c. Designs and engineering drawings for fabrication of display models and exhibits.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file when material is no longer needed or obsolete. Keep in office for 1 year, then destroy.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file when no longer needed or obsolete. Keep in office for 3 years, then destroy.</p>
2.	Photographic work orders and ledgers (includes work orders and ledgers used in processing and production of photographic services).	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.</p>
3.	<u>Photographic Production Report Files.</u> Documents showing workload, time expended, and type of production (color, black and white, still, or motion picture).	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
4.	<u>Film and Equipment Control Card Files.</u> Cards showing film and equipment on loan.	<u>Retention:</u> Retain 1 year.  <u>Disposition:</u> Break file after last entry on card. Keep in office for 1 year, then destroy.

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SPACE AND MAINTENANCE RECORDS

These records relate to the management and utilization of facilities used by the Agency and include allocation, utilization and release of space under EPA control; reports showing the preliminary design of proposed construction projects; documents relating to project requests; and requests for repairs and services.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p>Records relating to the allocation, utilization and release of space under EPA control, and related reports to General Services Administration.</p> <p>a. Building plan files and related EPA records utilized in space planning, assignment, and adjustment.</p> <p>b. Other correspondence and reports to subordinate office within EPA relating to Agency space holdings and requirements.</p> <p>(1) Agency reports to GSA regarding space occupied in "Metropolitan Washington" and outside the District of Columbia, and related papers.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete. Keep in office for 2 years, then destroy.</p> <p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 2 years, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
2.	<p>(2) Copies in subordinate reporting offices and related work paper.</p> <p>Report showing the preliminary design of proposed construction projects. Includes design criteria, trade-off studies and estimate of cost.</p> <p>a. Authorized projects.</p> <p>b. Unauthorized projects.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 1 year, then destroy.</p> <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file after completion or disbanding of project. Keep in office for 5 years, then destroy.</p> <p><u>Retention:</u> Retain 4 years.</p> <p><u>Disposition:</u> Break file when no longer active. Destroy 4 years after date of last document.</p>
3.	<p>Documents relating to project requests, including approval, establishment of funds, schedules of accomplishments, progress, payments, and the finalization.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file after completion or disbanding of project.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
		Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years, then destroy.
4.	Documents showing maintenance performed and required on facility systems.	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file after discontinuance of system. Keep in office for 3 years, then destroy.</p>
5.	Logs showing operations of facilities, including temperature, humidity, pressure, and other such readings.	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file after 1 year. Keep in office for 2 years, then destroy.</p>
6.	Requests for repairs and orders, including correspondence, drawings, work sheets, and all related material.	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of 1 year. Keep in office for 3 years, then destroy.</p>
7.	Identification credentials including cards, badges, parking permits, photographs, agency permits to operate vehicles, and property.	<p><u>Retention:</u> Retain 3 months.</p> <p><u>Disposition:</u> Break file after credentials are returned to issuing office. Keep in office for 3 months, then destroy.</p>

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