

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>MAR 6 1975</b>	JOB NO <b>NC - 412-75-5</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the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or withdrawn in column 10	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 <u>8-28-75</u> <u>James P. O'Neil</u> Acting 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 Air and Waste Management

3 MINOR SUBDIVISION

Mobile Source Air Pollution Control Program

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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2/26/75 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 - 10	Descriptions and retention schedules for the Mobile Source Air Pollution Control Program, Office of Air and Waste Management		

*Copy Agency 9-3-75 en*

*13 items*

## APPENDIX B

## RECORDS CONTROL SCHEDULES

## RECORDS MANAGEMENT

## MOBILE SOURCE AIR POLLUTION CONTROL PROGRAM

The records described below relate to low-emission vehicle power systems, characterizing of emissions from mobile sources and developing programs for their control, developing and recommending of emission standards and related test procedures for mobile sources, carrying out of a regulatory compliance program to insure adherence of mobile sources to standards, and to the carrying out of surveillance activities with respect to mobile source emissions.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Contracts and Grants.</u> Documentation relating to the formulation, award, and changes in contracts and grants. Records consist of orders for supplies or services, procurement requests, justification statements, task orders, contractor or grantee proposals, bid evaluations, award notices, contractor staff resumes, contract or agreement, report of payments to contractors, progress reports, change notices, etc.</p>	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Break file upon the completion of project. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 6 years, then destroy.</p>
2.	<p><u>Legislation File.</u> File for records pertaining to proposed and existing Federal legislation. Records consist of proposed bills, acts, amendments, analysis of bills and amendments, news clips, briefing papers, hearing transcripts and reports, correspondence, etc.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at the end of 2 years. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>

TN  
ORIGINATOR

<b>MANUAL</b>
RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
3.	<p><u>Organizations and Committees.</u> File contains invitations, conference arrangements, minutes and transcripts of meetings, membership lists, meeting agendas, travel vouchers, hotel reservations, funding statements, <del>special studies, reports,</del> requests for information and assistance, etc.</p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 6 years, then destroy.</p>
P 4.	<p><u>Technical Reports.</u> File contains copies of reports prepared for the Administrator showing progress being made in the areas of control of automotive exhaust emissions and research efforts related thereto, status of enforcement actions taken pursuant to Section 202(b)(4) of the Clean Air Act, as Amended. Annual report to the Congress by the Administrator with respect to the development of systems necessary to implement emission standards and to report progress being made to abate exhaust emissions from mobile sources. Other technical reports pertaining to pollution from mobile sources, includes publications, news clips, articles from magazines, etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file 2 years after completion of report. Keep in office for 3 years, then transfer to Federal Records Center. Keep in FRC 15 years, then offer to the National Archives.</p>

[\*changes authorized by T. Tasker 8/12/75]

Item	Name and Description of Record/File	Retention Period and Disposition
5.	<p><u>Certification.</u></p> <p>a. <u>Record Copy.</u> File contains documents pertaining to the certification of vehicles/engines by EPA. Records consist of applications (Parts I and II); EPA test results; certificate of conformity; letter of nonconformity and related documents; analysis of data on proposed automobiles and evaluation of tests and results to determine if such automobiles meet prescribed standards; notices of violations of the Clean Air Act, etc.</p> <p>b. <u>Other Copies.</u></p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file 1 year after certification action has been completed for model year. Keep in office for 5 years, then transfer to the Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then destroy.</p>
6.	<p><u>Data Records.</u> File contains copies of temperature chart tests, correlation tests of instruments, experimental testing of devices, strip chart of analyses, drivers trace charts, exhaust concentration data, preliminary results, as compared to final results of tests, etc.</p>	<p><u>Retention:</u> <del>Permanent.</del> <i>+ Disposal not authorized. Review for disposal in 5 years.</i></p> <p><u>Disposition:</u> Break file when tests have been completed. Keep in office for 5 years, then <i>review.</i> <del>transfer to the Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.</del></p>

<b>MANUAL</b>
RECORDS MANAGEMENT

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7.	<p><u>Surveillance.</u></p> <p>a. <u>Record Copy.</u> File contains documents pertaining to the surveillance of vehicle emissions control programs. Records consist of results of studies of smoke from HD diesel powered vehicles and exhaust emissions from vehicles at high speeds; findings from tests of automobile model, highway fuel economy cycle testing, and measurements of light hydrocarbons and aldehydes; findings resulting from comparing surveillance data obtained by the States; data and information relating to the recall program and copies of decisions regarding the recall of vehicles; inquiries relating to potential recall; notifications of non-conformity which require recall in accordance with Section 207(c) of the Clean Air Act; etc.</p> <p>b. <u>Other Copies.</u></p>	<p style="text-align: right;"><i>* Disposal not authorized</i></p> <p><u>Retention:</u> <del>Permanent</del> <i>Review for disposal in 5 years.</i></p> <p><u>Disposition:</u> Break file after surveillance actions are completed. Keep in office for 5 years, then <i>review.</i> <del>transfer to the Federal Records Center. Keep in ERC for 15 years, then offer to the National Archives.</del></p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then destroy.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
8.	<p><u>Technology Assessment.</u></p> <p>a. <u>Record Copy.</u> File contains documents pertaining to the development and assessment of technology in meeting motor vehicle emission standards pursuant to Section 202(c) of the Clean Air Act. Records consist of technology availability, fuel economy and cost at each level of several alternative emission standard levels; requests sent to car manufacturers to ask them to describe the design of their emission control systems, test and development programs, emission data covering both regulated and nonregulated pollutants, fuel economy and cost information; studies being conducted by contractors on the technological feasibility of meeting motor vehicle emission standards; tests and evaluations of proposed advancement of technology in automobiles and fuels; tests evaluations, conversions to gaseous fuels and recommendations on the use of such fuel as a means to curb exhaust emissions from vehicles; reports of information obtained from car manufacturers concerning the status of their development programs; etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file when tests and evaluations have been completed. Keep in office for 5 years, then transfer to the Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.</p>

<b>MANUAL</b>
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Item	Name and Description of Record/File	Retention Period and Disposition
	b. <u>Other Copies.</u>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then destroy.</p>
9.	<u>Environmental Impact Statement and Review File.</u> Covers activities related to environmental impact statement needs, requirements, development, and appraisals. Records consist of environmental impact statements, appraisals, negative declarations, comments and program papers relating to impact of Federal activities on environment, preparation and review summaries.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon the completion of review. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.</p>
10.	<u>Standards and Regulations.</u> Contains information relating to the development and installation of rules for effecting the environmental legislation passed by Congress. Records consist of drafts of proposed regulations, internal comments, journal articles and other supporting literature, <del>Federal Register</del> - proposed rules, response to proposals, Federal Register tear sheets of rules, EPA press releases, newspaper clippings, etc.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon publication in Federal Register. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.</p>