

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 31 1975	JOB NO
NC-412-75-6	
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	
10-29-75	<i>James B. Rhoads</i> Archivist of the United States
Date	

**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

Solid Waste Management 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 9 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/25/75 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 - 18	Description and retention schedules for the Solid Waste Management Program, Office of Air and Waste Management		
<u>Copies to Agency & NCW 10-31-75 (2)</u>		<u>25 items</u>	

ENVIRONMENTAL PROTECTION AGENCY

MANUAL

APPENDIX B

RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

6. SOLID WASTE.

These records pertain to the solid waste management program, including advice on operation of waste management activities, resource recovery, demonstration projects, and technical information services.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>State and Local Government File.</u> Covers contacts and activities with States, counties, and cities. Records consist of letters regarding award or funding of contracts or grants, meeting arrangements, copies of proposed or existing State laws on solid waste management, list and staffing of State agencies responsible for solid waste management activities, State regulations, reports on meetings with State representatives, State action plans, etc.</p>	<p><u>Retention:</u> Retain 6 years. <u>Disposition:</u> Break file at end of year. Keep in office for 6 years, then destroy.</p>
2.	<p><u>Industrial and Commercial Files.</u> Covers contacts and activities with industrial and commercial firms, including background data on firms. Records consist of requests for information, product brochures, product distribution data, comments and reports on product/container composition and disposal, list</p>	<p><u>Retention:</u> Retain 6 years. <u>Disposition:</u> Break file at end of year. Keep in office for 6 years, then destroy.</p>

MANUAL
RECORDS MANAGEMENT

APPENDIX B

RECORDS CONTROL SCHEDULES

Item	Name and Description of Record/File	Retention Period and Disposition
3.	<p>of company and staff, company program participation, correspondence and reports.</p> <p><u>Program Management Files.</u> Contains data relating to all phases of hazardous waste management, resource-energy recovery, and systems for collecting and processing solid waste. Records consist of correspondence and reports relative to policy and programs, legislation, intergovernmental activity, tax credits, etc.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>
4.	<p><u>Foreign Government File.</u> Covers contacts and activities with foreign governments. Records consist of cooperative program agreements, meeting arrangements, minutes of meetings, news clippings, technical reports and papers, trip reports, 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>
5.	<p><u>Interagency and Federal Government File.</u> This file contains contacts and activities with Federal agencies, commissions, and other units of the Federal Government. Records consist of letters and reports relating to Executive Orders, OMB statements and bulletins, proposed legislation and programs, cooperative ventures and proposals, meetings and conferences, 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>

APPENDIX B

RECORDS CONTROL SCHEDULES

MANUAL
RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
6.	<p><u>Environmental Impact Statements and Reviews.</u> Covers activities related to environmental impact statement needs, requirements, development, and appraisal. Records consist of environmental impact statements, appraisals, negative declarations, comments and program papers relative to impact of Federal activities on environment.</p>	<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>
7.	<p><u>Regional Files.</u> Concerns the organization, management, and operation of the regional operations. Records consist of staff lists, planned program, organizational plan, summary of activities, regional correspondence with State Government units, and memos on program actions.</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 8.	<p><u>Early EPA (1969-1970) Solid Waste Program Development File.</u> A collection of records covering the establishment and organization of the Solid Waste Program in EPA. Records consist of budget submittals and justification, correspondence from the Office of Management and Budget, statements before Congress, reorganization and relocation plans, working group reports on manpower development and financial management, etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>

A.O.S.
10-17-75

MANUAL
RECORDS MANAGEMENT

APPENDIX B

RECORDS CONTROL SCHEDULES

Item	Name and Description of Record/File	Retention Period and Disposition
9.	<p><u>Contracts and Grants - Program Group File.</u> Documentation relating to the formulation, award, and changes in contracts and grants for studies, demonstrations, and services. Records consist of orders for supplies or services (SF-147), 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 after completion.</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>
10.	<p><u>Final Reports and Evaluations Resulting from Contractor and Grantee Studies and Services.</u> Final reports submitted by contractors and grantees. Also includes evaluations and comments by staff members and others.</p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy</u> - Permanent.</p> <p>b. <u>Information Copies</u> - As determined by users' reference needs.</p> <p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy</u> - Break file upon the completion of Project. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC 20 years, then offer to the National Archives.</p>

APPENDIX B

RECORDS CONTROL SCHEDULES

MANUAL
RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
11.	<p><u>Professional and Civic Associations and Institutions.</u> Covers contacts and activities with professional associations (engineers, chemists, etc.), civic associations (environmentalists, Boy Scouts, JC's, etc.), and institutions (colleges, foundations, etc.). Records consist of meetings and conference arrangements, minutes and transcripts of meetings, lists of organization officers, organization brochures, special studies and reports, requests for information and assistance, speeches, etc.</p>	<p>b. <u>Information Copies</u> - Destroy when no longer used.</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 style="text-align: right;"><i>DOS.</i> 10-17-75</p>
12.	<p><u>Publications, Promotional Items and Supporting Artwork.</u> General and technical literature and promotional items. Literature and promotional items take the form of handbooks, brochures, pamphlets, comic books, buttons, and bumper stickers. Artwork consists of original drawings and photographs.</p>	<p><u>Retention:</u></p> <p>a. <u>Record of Master Copy</u> - Permanent.</p> <p>b. <u>Distribution Supply Copies</u> - Last print date plus 3 years.</p> <p>b. <u>Information Copies</u> - As determined by users' reference needs.</p> <p style="text-align: right;"><i>DOS.</i> 10-17-75</p>

Item	Name and Description of Record/File	Retention Period and Disposition
13.	<p><u>Speeches and Journal Articles.</u> Contains speeches prepared for delivery at civic functions and professional conferences and meetings and articles prepared for publication in professional magazines and journals.</p>	<p><u>Disposition:</u></p> <p>a. Record or Master Copy - Break file after publication. Keep in office for 20 years, then offer to the National Archives.</p> <p><u>b. Distribution Supply Copies</u> - Break file after printing and initial distribution. After 3 years destroy undistributed copies.</p> <p><u>b. Information Copies</u> - Destroy when no longer used.</p> <p><u>Retention: Retain 5 years.</u></p> <p>a. Record or Master Copy - Permanent.</p> <p>b. Information Copies - As determined by users' reference needs.</p> <p><u>Disposition:</u></p> <p><u>Information Copies</u></p> <p>a. Record or Master Copy - Break file after presentation of speech or publication of article. Keep in office for 5 years, then transfer to the Federal Records destroy.</p>

N. O. S.
10/17-75

APPENDIX B

RECORDS CONTROL SCHEDULES

MANUAL
RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
<p>14.</p>	<p><u>Documentary and Promotion Films.</u> Collection of 16 mm films on various Solid Waste Management subjects. Films include such title as "The Village Green", "Wisconsin Faces the Solid Waste Problem", "5000 Dumps", etc.</p>	<p>Center. Keep in ERC for 15 years, then offer to the National Archives.</p> <p>b. Information Copies Destroy when no longer used.</p> <p><u>Retention:</u></p> <p>a. <u>Record or Master Copy</u> - Permanent.</p> <p>b. <u>Distribution Copies</u> - Date of last request plus 10 years.</p> <p>c. <u>Security Copy</u> - Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy</u> - Break file after film completion. Keep in office for 5 years, then transfer to the Federal Records Center. Keep in FRC 15 years, then offer to the National Archives.</p> <p>b. <u>Distribution Copies</u> - Break file after last showing. Keep in office for 10 years, then destroy.</p>

DOF
10-17-75

P

TN

see next p. for p. 7

14. Documentary and Promotion Films

a. The original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of films on solid waste management subjects together with a script and appropriate documentation bearing on the production, acquisition, release, rights, clearances, and ownership of the film.

b. Additional duplicate prints used in the distribution of films identified in 14a.

c. Security copy of subjects in 14a.

PERMANENT. Break file after completion of film and offer to the National Archives when obsolete or after 5 years whichever occurs first.

Break file after last showing and destroy 5 years thereafter

Break file after records in 14 have been offered to the National Archives and destroy 1 year thereafter.

MANUAL
RECORDS MANAGEMENT

APPENDIX B

RECORDS CONTROL SCHEDULES

Item	Name and Description of Record/File	Retention Period and Disposition
		c. <u>Security Copy</u> - Break file after giving record or master copy to the National Archives. Keep in office for 1 year, then destroy.
15.	<u>Solid Waste Management Information Retrieval and Abstract Bulletin File.</u> Monitoring and coordination of literature searches and abstracting of solid waste management literature. Records consist of information retrieval requests, term lists, shipping reports and vouchers, and copies of Bulletin.	<u>Retention:</u> Retain 7 years. <u>Disposition:</u> Break file after termination of abstracting services. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 6 years, then destroy.
16.	<p>P</p> <u>Solid Waste Management Abstract Bulletin.</u> Periodic publication of abstracts of Solid Waste Management articles published in professional journals and magazines.	<u>Retention:</u> a. <u>Record or Master Copy</u> - Permanent. b. <u>Information Copies</u> - Retain until no longer needed. <u>Disposition:</u> a. <u>Record or Master Copy</u> - Break file upon publication of Bulletin. 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.

APPENDIX B

RECORDS CONTROL SCHEDULES

MANUAL
RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
17.	<p>9</p> <p><u>Regulations, Standards, and Guidelines.</u> Contains information relating to the development of rules and regulations effecting the environmental legislation passed by Congress. Records consist of drafts of proposed regulations and guidelines, internal comments, journal articles and other supporting literature, Federal Register proposed rules, response to proposals, Federal Register text sheets of rules, EPA press releases, newspaper clippings, etc.</p>	<p>b. <u>Information Copies</u> - Destroy when no longer needed.</p> <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>
18.	<p><u>Legislation.</u> Contains 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 end of year. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>

POB
10-17-25