

**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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 10-29-75	<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 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		

Copies to Agency & NCW 10-31-75 (2)

25 items

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.</p> <p><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.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 6 years, then destroy.</p>

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RECORDS MANAGEMENT

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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>

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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

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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>

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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

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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

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.

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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.

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Item	Name and Description of Record/File	Retention Period and Disposition
17.	<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

APPRAISAL REPORT
Disposal Job No. NC-412-75-6

Approved for Disposal:

The items for which disposal is requested are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention.

Approved for Permanent Retention:

Items 8, 10a, 14a, 16a, and 17 are approved for permanent retention since they document a program of national interest: the management by both the Federal and the State Governments of the solid waste program. These records will be offered to the National Archives at the times indicated.

Appraiser: Carmelita S. Ryan 10/20/75
CARMELITA S. RYAN Date

Approval Recommended: Thomas W. Wadlow 10/20/75
THOMAS W. WADLOW Date
Director
Records Disposition Division

Approval Recommended: Meier H. Fishbein 29 Oct 1975
MEYER H. FISHBEIN Date
Director
Records Appraisal Staff

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE September 12, 1975

National Archives and Records Service

Washington, DC 20408

REPLY TO
ATTN OF NCD

SUBJECT Disposal Job NC-412-75-6

This disposal job is one of a series of schedules that EPA has prepared to cover the records of the Office of the Assistant Administrator for Air and Waste Management. Mobile Source Air Pollution Control (NC-412-75-5) has been submitted for NARS approval. The schedules for Noise Abatement and control and Air Quality Planning and Standards are ready for appraisal. The records of the field offices are being scheduled by EPA and the administrative and program records of the Office of the Assistant Administrator for Air and Waste Management are also in the process of scheduling and can be expected shortly.

This current disposal job covers the records of the headquarters office of Solid Waste Management - the regional office schedule has not yet been submitted. The program is relatively small having accumulated only 115 cubic feet of records so far.

Item 3. These records are duplicates of program management records in the office of the Assistant Administrator where they will be designated for permanent retention. Most of the correspondence is really of an informational nature since legislation is handled by the office of legislation (NC-412-75-10) and intergovernmental activity by the Office of Federal Activities (not yet scheduled).

Item 4. The Office of International Activities is the office of record for information of this nature. The records of that office have not been scheduled as yet.

Item 5. The Office of Federal Activities is the office of record in EPA for information of this nature. The records of that office have not been scheduled as yet.

Item 6. The Office of Federal Activities in EPA is the office of record for environmental impact statements. The statements will be scheduled for permanent retention when the records of that office are scheduled. The records of this office are back-up records used to prepare the comments submitted with the statements.

Item 7. These records ^{concern the} ~~consist of~~ administration of the regional offices. The schedule for the regional offices is being drafted now and will be submitted shortly for appraisal.

Item 8. The disposition statement for this item had been revised slightly to confirm more accurately to the actual condition of the records. This item covers records relating to the early solid waste program and consists of approximately 3 cubic feet. As the documentation of the beginnings of this program it is worth archival preservation.

Item 9. These records are mainly reference copies - the record copies of the contracts and grants are in the contract management and grants management divisions which have been previously scheduled by EPA.

Item 10. The record set of the final reports and evaluations total at present 8 cu. ft. and accumulate at the rate of less than 1 cu. ft. per year.

Item 11. These records consist mainly of files documenting the activities of members of the office in their relationship with professional associations. The office of record for such material is the Office of Public Affairs (NC-412-75-9) where the significant documentation of speeches, meetings, studies, reports, etc. relating to such associations is proposed for permanent retention.

Item 12. This item has been modified to change it to disposable since the Office of Public Affairs is the office of record for EPA publications. Disposal job NC-412-75-9, item 21, provides for permanent retention of this same type of publication - the wording is identical.

Item 13. The same statement applies as in item 12, except the item for speeches, etc. in the Public Affairs schedule is 2.

Item 14. This item is being cleared with NNV both as to archival acceptability and proper wording of the item.

Item 16. This bulletin gathers together in one place articles of especial interest to the professional staff of the Solid Waste Management Program. Some of the articles are written by the staff members, but more of them are written by persons outside EPA. The entire series is relatively small consisting of only 2 cu. ft. with an annual rate of accumulation of less than 1 cu. ft. This series should prove extremely useful for reference purposes in the future.

Item 17. The essence of the work done by the Solid Waste Management Program appears in the regulations that are issued by EPA. This series contains not only a copy of the regulations, standards, and guidelines but also the internal comments, revisions, response to proposed regulations, press releases, and newspaper clippings of comments and reaction of the general public all gathered together in a single case file for each reg. etc. The total footage of this series is 18 cu. ft. with an annual rate of accumulation of 3 cu. ft.

Several of the items in this schedule have been modified greatly in consultation with EPA records officer. In order not to delay the consideration of this schedule unduly it is being sent to the custodial division without first obtaining EPA's initialed approval. The schedule will be correctly annotated before it is sent to NNA.

Carmelita S. Ryan

CARMELITA S. RYAN

Records Disposition Division

**GENERAL SERVICES ADMINISTRATION
ROUTING SLIP**

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	
NAME/TITLE						CORRESPONDENCE SYMBOL						
1.	NNV (Myers)						18N					
2.												
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4.												
5.												

- | | | |
|--|---|---|
| <input type="checkbox"/> ALLOTMENT SYMBOL | <input type="checkbox"/> HANDLE DIRECT | <input type="checkbox"/> READ AND DESTROY |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> IMMEDIATE ACTION | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> INITIALS | <input type="checkbox"/> SEE ME |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> NECESSARY ACTION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> CORRECTION | <input type="checkbox"/> NOTE AND RETURN | <input type="checkbox"/> YOUR COMMENT |
| <input type="checkbox"/> FILING | <input type="checkbox"/> PER OUR CONVERSATION | <input type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> FULL REPORT | <input type="checkbox"/> PER TELEPHONE CONVERSATION | <input type="checkbox"/> |
| <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE <u>9/29/75</u> | | |
| <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____ | | |

REMARKS

*Do you want item 14?
What kind of wording should be used to describe the film?*

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMBOL			BUILDING, ROOM, ETC.		
<i>Carmelita S. Ryan</i>						<i>NCD</i>			<i>I-0.</i>		
						TELEPHONE			DATE		
						<i>376-8811</i>			<i>9/12/75</i>		

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE September 18, 1975

National Archives and Records Service

Washington, DC 20408

REPLY TO
ATTN OF

Richard F. Myers - NNV

SUBJECT

EPA Job NC-412-75-6

Carmelita S. Ryan - NCD

We recommend the following in regard to Item 14 of the above job:

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.

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

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

Break file after last showing and destroy 5 years thereafter.

c. Security copy of subjects in 14a.

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

RICHARD F. MYERS
Audiovisual Archives Division

EPA
has approved the
substitution of Item 14
as described above for their
wording. See annotated
schedule.
CSR

**GENERAL SERVICES ADMINISTRATION
ROUTING SLIP**

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	
NAME/TITLE						CORRESPONDENCE SYMBOL						
1.	NMF											
2.	NMF						13E					
3.	NCD											
4.												
5.												

- | | | |
|---|---|---|
| <input type="checkbox"/> ALLOTMENT SYMBOL | <input type="checkbox"/> HANDLE DIRECT | <input type="checkbox"/> READ AND DESTROY |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> IMMEDIATE ACTION | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> INITIALS | <input type="checkbox"/> SEE ME |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> NECESSARY ACTION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> CORRECTION | <input type="checkbox"/> NOTE AND RETURN | <input type="checkbox"/> YOUR COMMENT |
| <input type="checkbox"/> FILING | <input type="checkbox"/> PER OUR CONVERSATION | <input type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> FULL REPORT | <input type="checkbox"/> PER TELEPHONE CONVERSATION | <input type="checkbox"/> |
- ANSWER OR ACKNOWLEDGE ON OR BEFORE 9/29/75
- PREPARE REPLY FOR THE SIGNATURE OF _____

REMARKS

The proposed disposal activity seems OK.

H. J. P.

NMF has no objection to this disposal list.

Gene F. Smith 10-6-75.

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMBOL		BUILDING, ROOM, ETC.			
Carmelita S. Ryan						NCD		I-0.			
						TELEPHONE		DATE			
						376-8811		9/12/75			