

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

21 items

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Environmental Protection Agency

2 MAJOR SUBDIVISION
Office of Air and Waste Management

3 MINOR SUBDIVISION
Noise Abatement and Control Program

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

5 TEL EXT
755-0840

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED APR 17 1975	JOB NO
NC - 412-75-7	
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disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
3-3-76 Date	<i>James B. Rhoads</i> Archivist of the United States

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

4/15/75
(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
1 - 16	Descriptions and retentions for Noise Abatement and Control Program records		
<p><i>Changes agreed to and approved by David C. Stephens 2-26-76</i></p>			
<p><i>20 items</i></p>			

Copy to Agency 3-5-76 DR

ENVIRONMENTAL PROTECTION AGENCY

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APPENDIX B

RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

NOISE

The records listed below relate to noise abatement and control in air and surface transportation, Federal installations, industry, construction and home equipment; and development of regulations implementing legislation pertaining to noise.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Development</u> <u>Program Files.</u> Contains data relating to all phases of noise abatement and control in air and surface transportation, Federal installations, industry, construction, home equipment, etc. Files serve as principal working record collection in each unit. Records consist of correspondence and reports relative to policy, strategy, program control, research, intergovernmental and industrial activity, litigation, regulation, legislation, methods and criteria, noise source and effect, etc.</p>	<p><u>Retention:</u> Retain 10 years <u>Permanent.</u></p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRG for 8 years, then destroy. <u>Offer to National Archives and Records Service when 20 years old.</u></p>
2.	<p><u>Early EPA (1970-1973) Noise Abatement and Control Program.</u> A collection of records in the Program Management Unit marked "Official File." Records consist of proposed legislation, organization plans, program enforcement plan, EPA Noise Facts (a publication), Congressional hearing report, project reports, etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRG for 20 years, then <u>Offer to the National Archives NARS when 20 years old.</u></p>

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3.	<p>A. <u>"Soundings" - Newspaper Clips on Noise Activities.</u> A collection of newspaper clips, duplicated and put together in booklet form, about noise activities and events in all parts of the country. "Soundings" periodically produced for the Office of Noise Abatement and Control by Informatics, Inc.</p> <p>B. <i>Noise Research and Development: A Guide to Federal Contract Awards and Procurement Invitations</i> <i>Collection of articles summarizing noise research and development by government agencies.</i></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 <i>needs retain 1 year.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file after receipt. Keep in office for 10 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer used <i>year old or newer if no longer needed.</i></p>
4.	<p><u>Committee on Aircraft Noise (CAN) File.</u> Committee on Aircraft Noise is part of the Interagency Group on International Aviation (IGIA). File contains records related to the International Civil Aviation Organization (ICAO). Records consist of agendas, approval procedures, minutes of meetings, working papers on international standards, list of committees and members, correspondence on certification requirements.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon completion of Committee action on Noise. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
5.	<p><u>Task Force and Commission Activities on Aircraft/Airport Noise 1969-1973.</u> File contains workpapers and reports on developing the arrangement between the Federal Aviation Administration (FAA) and EPA for making noise regulations, making airport community surveys, sponsoring special studies, developing aircraft noise abatement plans, aircraft noise source technology, etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon termination of Task Force, or Commission activity. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>
6.	<p><u>Contracts and Grants-Program File.</u> Documentation relating to the formulation, award, control, and changes in contracts and grants for noise studies. 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, contracts or agreements, report of payments, project correspondence, progress reports, change notices, etc.</p>	<p><u>Retention:</u> Retain 7 years after completion of project.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office for 1 year, then transfer to Federal Records Center. Keep in FRC for 6 years, then destroy.</p>
7.	<p><u>Final Reports and Evaluations Resulting from Contractor or Grantee Studies and Services.</u> Final reports submitted to the Office of Noise Abatement and Control (ONAC). Also evaluations and comments by ONAC staff 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' needs. Retain 2 years.</p>

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		<p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file upon completion of project. 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 <i>NARS when 20 years old.</i></p> <p>b. <u>Information Copies.</u> Destroy when no longer <i>2 years used old or sooner if no longer needed</i></p> <p><u>Retention:</u> Permanent.</p>
8.	<p><u>Regulations, Standards, and Guidelines.</u> Contains information relating to the development and implementation of rules for effecting the noise legislation passed by Congress. File also contains supporting data for the development of noise regulations by the Federal Aviation Administration and other Federal organizational units. Records consist of drafts of proposed regulations/standards/guidelines, internal comments, other agency comments, journal articles and other supporting literature, Federal Register tearsheets, public responses, hearing arrangements and transcripts.</p>	<p><u>Disposition:</u> Break file upon final publication in the Federal Register. 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 <i>NARS when 20 years old.</i></p>
9.	<p><u>Legislation.</u> File for records pertaining to proposed and existing Federal legislation on noise control and abatement. Records consist of proposed bills and amendments, analysis</p>	<p><u>Retention:</u> Retain 10 <i>6</i> years.</p> <p><u>Disposition:</u> Break file 2 years after congressional session.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
	<p>of legislation, congressional hearing announcements, hearing testimony, briefing papers, hearing reports and transcripts, correspondence, acts, etc.</p>	<p>Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 4⁴ years, then destroy.</p>
10.	<p><u>State and Local Government File.</u> Covers contacts and activities with State, county and city governments. Records consist of model State laws and local government ordinances, copies of State laws and city ordinances, letters requesting assistance in developing or effecting laws and ordinances, copies of State and city noise regulations, reports on meetings with State and local government representatives, list of State and local government officials, copies of planned noise programs, 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>
11.	<p><u>Foreign Governments and International Organizations.</u> Covers contacts and activities with foreign governments and international organizations. Records consist of cooperative program agreements, meeting arrangements, minutes of meetings, newsclips, trip reports, staff lists, technical 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>

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12.	<p><u>Professional, Trade, and Civic Associations, Institutions and Industrial Groups.</u> Covers contacts and activities with organized groups (engineering associations, colleges, product manufacturers, environmentalist, foundations, churches, hospitals, etc.) concerned with or affected by noise control. Records consist of meetings and conference arrangement documents, minutes and transcripts of meeting, lists of organization members and officers, special studies and reports, complaints and recommendations, speeches and technical papers, 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>
13.	<p><u>Environmental Impact Statement Review File.</u> Covers the review and analysis by EPA Noise Abatement and Control of Environmental Impact Statements submitted by States, commercial and industrial firms, and other federal agencies. Records consist of Environmental Impact Statements, report of review and analysis, negative declarations, comments, and notes.</p>	<p><u>Retention:</u> Permanent Retain ⁵ years.</p> <p><u>Disposition:</u> Break file upon completion of review. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>
14.	<p><u>Federal Facility Noise Control Program File.</u> File covers planning, development, and implementation of a noise control program for all federal agencies as directed by Executive Order 11752. Records consist of surveys and recommendations, questionnaires relative to noise and hearing,</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon completion of program implementation. Keep in office for 10 years, then offer to the National Archives.</p>

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15.	<p>study and review schedules, program issue papers, program plans, copy of Executive Order, staff and participant comments, etc.</p> <p><u>Workshop, Seminars, and Conference File.</u> Covers the planning, development and conduct of workshops, seminars, and conferences. Records consist of program outlines, scripts, speeches, schedules, room reservations and travel arrangements, charts and slides, participant comments, etc.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file upon revision, termination, or completion of activity or unit. Keep in office for 2 years, then destroy.</p>
16.	<p><u>Publications and Promotional Items.</u> General and technical literature, and promotional items produced by the Office of Noise Abatement and Control. Literature and promotional items take the form of pamphlets, brochures, handbooks, auto bumper stickers, posters, and buttons or pins.</p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> Permanent <i>Retain 6 years.</i></p> <p>b. <u>Distribution Supply Copies.</u> Last print plus 3 years.</p> <p>c. <u>Information Copies.</u> As determined by users' reference needs, <i>Retain 2 years.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file after publication or production. Keep in office for 10 <i>6</i> years, then offer to the National Archives: <i>destroy.</i></p>

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17.	<p><u>Program Management Files</u>. Contains documents related to the management and administrative support of each unit in the noise program area. Records consist of correspondence and reports related to program planning and implementation, personnel needs, work accomplishments and other program management matters.</p>	<p>b. <u>Distribution Supply Copies</u>. Break file after printing or production and distribution. After 3 years, destroy undistributed copies.</p> <p>c. <u>Information Copies</u>. Destroy when no longer <i>2 years old used or saved if no longer needed.</i></p> <p>Retention: Retain 3 years.</p> <p>Disposition: Break file at end of year. Keep in office for 3 years, then destroy.</p>