

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 27 1975	JOB NO NC - 412-75-10
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-12-75 Date	<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)
U.S. Environmental Protection Agency

2 MAJOR SUBDIVISION
Office of Legislation

3 MINOR SUBDIVISION

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

5/21/75 (Date) *Thomas Jasker* (Signature of Agency Representative) Acting Chief, Administrative Mgmt.Br. (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1 - 12	Descriptions and retention schedules for Legislation records, Items 1 - 12 are attached.		

Copy to Agency 6/17/75

LEGISLATION

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<u>Administrative File.</u> Contains documents and data relating to the management and operation of the legislation program. Records consist of procedures for clearing and transmitting reports to Congress, lists of key legislation, Steering Committee reports, biographical sketches of EPA management, lists of Congressmen having key interest in EPA, legislative status, and summary reports.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 years, then destroy.
2.	<u>Congressional Committees File.</u> Contains documents and data relating to the make-up, character, status, mission, and activities of the committees. Records consist of membership and staff lists, operational descriptions, statements made to Committees, summary of actions, schedules, hearing reports, press releases, legislative calendars, and responses to Committee requests.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then destroy.
3.	<u>State Territories and Interstate Group File.</u> Contains documents and data relating to environmental improvement and pollution control by States and State combines.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at the end of 4 years. Keep in office 2 additional years, then destroy.

MANUAL

APPENDIX B

RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>Records consist of lists and descriptions of political leaders reports on participation in EPA programs, EPA Regional reports and evaluations, extracts from Congressional Record, special studies and reports, news clips, State legislation activity reports, and reports on and by special commissions and citizen groups.</p>	
<p>P 4.</p>	<p><u>Grants File - Congressional Data Transfer.</u> Contains documents and data relating to EPA grants made to States, municipalities, counties, interstate groups, and institutions within States. Records consist of notification of Grant Awards, notification of grant increases, letters to Congressmen about grant awards or increases, letters from Congressmen and State officials regarding release of funds or system of allotting funds, news clips, extracts from Congressional Record, and summary of grant payments.</p>	<p><u>Retention:</u> Permanent. <u>Disposition:</u> Break file at the end of 4 years. Keep in office 2 additional years, then send to FRC. Keep in FRC 20 years, then offer to National Archives.</p>
<p>5.</p>	<p><u>Senator and Representative Correspondence File.</u> Contains letters (controlled) from Senators and Representatives to EPA (both HQ and Regions), and EPA responses.</p>	<p><u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years (completion of following session), then destroy.</p>

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MANUAL

RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
6.	<p><u>Senate-House- and Joint Committee Correspondence File.</u> Contains letters (controlled) from Senate-House- or Joint Committees to EPA (Agency Management and Program offices) and EPA responses.</p>	<p><u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC 8 years, then destroy.</p>
7.	<p><u>Non-Congressional-White House, Inter-Agency, Regional Office, and Inter-Office Correspondence File.</u> Contains letters (controlled) from and to the White House, other Government agencies, Regional Offices, and between EPA (HQ) Offices concerning the formulation and application of legislation.</p>	<p><u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC 8 years, then destroy.</p>
P. 8.	<p><u>Legislative History File.</u> Contains documents and data relating to environmental and applied type legislation for which Congress or Office of Management and Budget (OMB) requests information and/or position statement from EPA. Documents also concern legislation formulated, developed, sponsored, and/or promoted by EPA. Records consist of requests from Congress/OMB for information, EPA statements and comments, Bills, Acts, clips from Congressional Record, news clips, bill comparisons, copies of related and companion bills, Committee Reports, internal and inter-agency notes and memos. File also used for maintaining original or record</p>	<p><u>Retention:</u> Permanent. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC 20 years, then offer to National Archives.</p>

MANUAL
RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

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9.	<p>copies of testimony provided by EPA at Congressional Hearings and EPA Reports on Enrolled Bills (report to OMB stating EPA's attitude and position on Bill).</p> <p><u>Agency Proposed Legislation File.</u> Contains documents and data relating to legislation formulated and proposed by Government agencies and Executive Units and circulated within EPA for evaluation and comment. Records consist of OMB requests for comments, draft bills, letters, forwarding draft to House or Senate, extracts from Congressional Record, comments, and evaluations.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC 8 years, then destroy.</p>
10.	<p><u>Weekly Legislative Reports.</u> Report on major provisions, issues, status, and expectation of EPA bills and non-EPA bills, with an environmental impact, scheduled for Congressional action. Also, covers scheduled committee hearings, persons testifying, and subject of testimony.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 1 additional year, then destroy,</p>
11.	<p><u>Enrolled Bill Reports.</u> Position reports by EPA program managers on bills almost immediately after passage by Congress.</p>	<p><u>Retention:</u> Retain 1 month.</p> <p><u>Disposition:</u> Break file at the end of month. Keep in office 1 additional month, then transfer to the Legislative History File.</p>

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12.	<p><u>EPA Congressional Hearing Testimony.</u> Statements regarding the position of EPA relative to existing or proposed bills, application and enforcement of laws, research and technological development, and similar matters concerning Agency policy.</p>	<p><u>Retention:</u> Break file at presentation to committee.</p> <p><u>Disposition:</u> Break file immediately after presentation of committee. Transfer to Legislative History File.</p>