

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**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 Planning and Management

3. MINOR SUBDIVISION

Security and Inspection Staff

4. NAME OF PERSON WITH WHOM TO CONFER

David O. Stephens

5. TEL. EXT.

755-0830

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 1 1976	JOB NO. NC1-412-76-11
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.	
<u>3-5-76</u> Date	<u>James B. Rhoads</u> 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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2/26/76 (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
1G,17	Personnel Security Clearance Files. This schedule item which was approved by the U.S. Archivist on 4-30-75 (Job No. NC 412-75-3) has been amended to comply with provisions of FPMR Bulletin B-58 and Chapter 736 of the Federal Personnel Manual.		

Copy to Agency 3-8-76 CSR

APPENDIX B

RECORDS CONTROL SCHEDULES

MANUAL
RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
17.	<p><u>Personnel Security Clearance Files.</u> A record of investigations of personnel employed by, or seeking employment with the Agency, or whose relationship with the Agency requires a security clearance. This item does not include files containing material of value for reference purposes.</p> <p>a. <u>Files in Which the Information of Record is Clear.</u></p> <p>b. <u>Files Containing Civil Service Commission Full Field Investigative Reports.</u> This includes those files in items a and c that contain full field investigative reports prepared by the CSC.</p> <p>c. <u>All Other Security Clearance Files.</u> This includes those files in which the information of record is not clear, plus those files not containing CSC investigative reports.</p>	<p><u>Retention:</u> Destroy upon termination of employment.</p> <p><u>Disposition:</u> Keep in office until termination of employment, then destroy.</p> <p><u>Retention:</u> Return reports to Civil Service Commission.</p> <p><u>Disposition:</u> Return reports to Civil Service Commission upon termination of employment.</p> <p><u>Retention:</u> Retain 20 years.</p> <p><u>Disposition:</u> Break file after date of last action. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 19 years, then destroy.</p>