REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Environmental Protection Agency

2. MAJOR SUBDIVISION

Office of Planning and Management

3. MINOR SUBDIVISION Office of Resources Management, Program
Reporting Division

4. NAME OF PERSON WITH WHOM TO CONFER

David O. Stephens

5. TEL. EXT

755-0830

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 __3__ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/24/76	*Harold R. Master*	Chief, Administrative Management Branch

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1-6	Descriptions and retention and disposition instructions for Program Reporting Records. Items 1-6 are attached.		

8 items

115-107

Sent to agency and all FRC's - 3/17/77 ℐ𝒫

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

PROGRAM REPORTING RECORDS

The records described below relate to the development and implementation of the EPA Reports Management Program. This program is designed to insure that Agency reporting systems are efficient and responsive to management needs. The program establishes control over automated reporting systems as well as manual internal, interagency, and public use reports. The items in this schedule apply Agencywide.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	Agency Program Plans Review File. Record copies of Headquarters and Regional Office program plans and requests for changes to the plans. Plans show status of each Agency program and objectives for coming fiscal year. Records consist of copy of program plan, change requests, evaluation of plans, and correspondence and other related supporting papers. Also includes regional guidance reports and revisions.	Retention: Retain 10 years. Disposition: Break file at end of fiscal year. Keep in office 1 additional fiscal year, then transfer to the Federal Records Center. Keep in FRC for 9 years, then destroy.
2.	Regional Briefing Books. Record copies of reports used by various management officials to evaluate the current status of regional programs when making site visits to regions.	Retention: As below. Disposition: Destroy after superseded by new reports.
3.	Formal Reporting System (FRS) Development File. Record copies of documents used to develop and implement the FRS, which is an automated Agencywide system producing reports showing the status of approved fiscal year program plans. Records consist of system de-	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office 2 years, then transfer to the

MANUAL ●

● CHAPPENDIX3 BR

CHAPTER TITLE
RECORDS CONTROL SCHEDULES
GENERAL RECORDS

RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
	sign plans, design revisions, the development of graphic display capability, interface with other systems, the users manual, and other related records.	Federal Records Center. Keep in FRC for 3 years then destroy.
4.	FRS Program Status Reports. Record copies of computer produced reports generated by the Formal Reporting System, used to monitor the status of selected Headquarters and Regional programs against the approved program plans for each fiscal year. These quarterly and monthly reports show planned accomplishments, current progress, and percent of planned activity completed as of the reporting date. Individual reports include end-of-year report, executive summary report, management action report, program summary report, and others.	Retention: Permanent. Disposition: Break file at end of fiscal year. Keep in the office for 5 years then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.
5.	Reports Clearance File. Record copies of records used to review and approve internal Agency reports, public use reports, and interagency reports, as provided by the Federal Reports Act of 1942, the Federal Records Act of 1942, and OMB Circular A-40.	
	a. Public Use Reports. Includes all public use reports which require clearance by the Office of Management and Budget. Records consist of clearance requests and notice of action, supporting statements, copy of the form or report, and other records used in evaluating the request.	Retention: Retain 7 years. Disposition: Break file upon expiration. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.

Item	Name and Description of Record/File	Retention Period and Disposition
	b. <u>Interagency Reports.</u> Includes all interagency reports requiring clearance by GSA. Records consist of a copy of the proposed report, clearance request, supporting directive, justification statement, and other records used in evaluating the request.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file upon expiration. Keep in office 2 years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.
	c. <u>EPA Internal Reports.</u> Includes all internal Agency reports requiring clearance by the reports management program. Records consist of copy of the report, clearance request, and other supporting papers.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file upon discontinuance. Keep in office for 2 years, then destroy.
6.	<u>Program Management File.</u> Includes records used in the internal management of the program reporting function. Records consist of program strategy records, correspondence and reports related to program development and implementation, and other related records.	<u>Retention:</u> Retain 5 years. <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 3 years, then destroy.