

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-412-77-03

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/07/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by N1-412-07-068 EPA Schedule 195

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC 1 412 77 08	
DATE RECEIVED 11/30/76	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-15-77 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

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 11/24/76	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold R. Mester</i>	E. TITLE 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

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

APPENDIX B
RECORDS CONTROL SCHEDULES
GENERAL RECORDS

RECORDS MANAGEMENT

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.	<p><u>Agency Program Plans Review File.</u> 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.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> 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.</p>
2.	<p><u>Regional Briefing Books.</u> Record copies of reports used by various management officials to evaluate the current status of regional programs when making site visits to regions.</p>	<p><u>Retention:</u> As below.</p> <p><u>Disposition:</u> Destroy after superseded by new reports.</p>
3.	<p><u>Formal Reporting System (FRS) Development File.</u> 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-</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 2 years, then transfer to the</p>

TN
ORIGINATOR:

PAGE NUMBER

CHAF
PAR

EPA FORM 101-101

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>sign plans, design revisions, the development of graphic display capability, interface with other systems, the users manual, and other related records.</p> <p>4. <u>FRS Program Status Reports.</u> 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.</p> <p>5. <u>Reports Clearance File.</u> 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.</p> <p>a. <u>Public Use Reports.</u> 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.</p>	<p>Federal Records Center. Keep in FRC for 3 years then destroy.</p> <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> 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.</p> <p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> 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.</p>

APPENDIX B

MANUAL

RECORDS CONTROL SCHEDULES
GENERAL RECORDS

RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
6.	<p>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.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><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.</p>
	<p>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.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file upon discontinuance. Keep in office for 2 years, then destroy.</p>
	<p><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.</p>	<p><u>Retention:</u> Retain 5 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 3 years, then destroy.</p>