

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 412 77 04	
DATE RECEIVED 30 Nov 1976	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-9-77 Date	<i>James B. Rhoads</i> Archivist of the United States

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
 Analysis 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 2 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	<i>Howard R. ...</i>	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
1-5	Item descriptions and retention periods for Program Analysis Records. Items 1-5 are attached.	6.5 Items

Desk to all ORC's, NNA & Agency 3/11/76

APPENDIX B
 RECORDS CONTROL SCHEDULES
 GENERAL RECORDS

RECORDS MANAGEMENT

PROGRAM ANALYSIS RECORDS

The records described below relate to the development and analysis of Agencywide planning and budgeting systems. The records document the development of the Agency budget, the control and monitoring of inter-agency and cooperative agreements, the execution of the zero-base budget, and other program planning and analysis functions. Note: The items in this schedule apply Agencywide.

Item	Name and Description of Records/File	Retention Period and Disposition
1.	<u>Interagency and Policy Agreements File.</u> Record copies of agreements with other Federal agencies providing for program assistance or support or other sharing of agency resources and services. Includes copy of agreement, commitment notice, transmittal, and justification and cost estimate. May also include scope of work, correspondence, and other supporting papers.	<u>Retention:</u> Retain 6 years after termination of agreements. <u>Disposition:</u> Break file upon termination of agreement. Keep in office of 1 year, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.
2.	<u>Zero Base Budget File.</u> Record copies of documents used to develop Agency budget estimates for submission to OMB and the Congress. Records consist of copies of decision unit documents showing program functions and outputs or other performance measurements, prioritization documents, comments by budget review teams, and copies of transmittal memos.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file upon completion of study. Keep in office for 5 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.

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 ORIGINATOR:

PAGE NUMBER

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Item	Name and Description of Records/File	Retention Period and Disposition
3.	<u>Special Studies and Surveys.</u> Includes copies of special studies or surveys completed by the program analysis staff. Studies concern resources utilization by various program elements of the Agency.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file upon completion of surveys or study. Keep in office for 5 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.
4.	<u>Program Planning and Budget Cycle Files.</u> Record copies of documents used to prepare the EPA budget and coordinate its development through the various phases of the budget cycle. Records consist of preview documents, budget formulation records, OMB budget submission and hearing documents, congressional justifications and hearing records, operating guidance and plan review and final approval, change request review, and mid-year and third quarter review documents.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of budget cycle. Keep in office 5 years, then destroy.
5.	<u>Program Management File.</u> Includes records used in the internal management of the program analysis function. Records consist of program strategy records, correspondence and reports related to program development and implementation, and other related materials.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then destroy.