

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 Regional & Intergovernmental Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

David O. Stephens

5. TEL. EXT

755-0830

LEAVE BLANK
JOB NO NC1 412 78 2
DATE RECEIVED 9 NOV 1977
NOTIFICATION TO AGENCY
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>
12-5-77 <i>James B. Rhoads</i> <small>Date Archivist of the United States</small>

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
11/3/77	<i>Harold D. Hunter</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
1-9	Retention periods and disposition instructions for the records of the Office of Regional & Intergovernmental Operations. Items 1-9 are attached.		

sent to agency, NCW-12/8/77

9 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE OFFICE OR REGIONAL AND INTERGOVERNMENTAL OPERATIONS	COVERAGE OF SCHEDULE APPLICABLE HEADQUARTERS OFFICE	
EM O. NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION	
<p>1. <u>Administrative and Program Management File</u>. Includes copies of documents used in the internal management of the Regional and Intergovernmental Operations office and staff. Records consist of budget documents, weekly activities reports, organizational charts, operating and Agency guidance records, travel ceiling documents, and other related records.</p>	<p><u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.</p>	
<p>2. <u>Public Interest Groups File</u>. Includes correspondence, reports, and other records related to EPA's dealings with public interest groups, such as the National Governors Conference, the National League of Cities, the International City Management Association, the Council of State Governments, and other groups.</p>	<p><u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.</p>	
<p>3. <u>Regional Briefing Books</u>. Collections of reports prepared by various program management offices used to brief the Administrator and Deputy Administrator when making site visits or otherwise reviewing the regional programs. Books contain regional profiles, or a series of fact sheets showing the status of regional programs and other general information concerning the regional organizational structure, resource allocations, and other documents showing key regional issues.</p>	<p><u>Retention:</u> Permanent. <u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.</p>	
<p>4. <u>Regional Files</u>. Include files documenting the relationship between the EPA regional offices and Agency Headquarters offices. Records consist of general correspondence and reports with all regions, and correspondence and reports from the individual regional offices.</p>	<p><u>Retention:</u> Permanent. <u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.</p>	
<p>5. <u>EPA Programs Correspondence File</u>. Includes copies of correspondence, reports, and other records received from various Headquarters organizational components. Used for reference purposes. Separate folders for each major organizational component.</p>	<p><u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.</p>	
<p>6. <u>Environmental Programs Reference File</u>. Includes copies of correspondence, reports, and other materials used for reference to the environmental programs operated by EPA. Typical folders include Construction Grants, Oxidants, Toxic Substances, Technology Transfer, and other topical folders.</p>	<p><u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.</p>	
<p>7. <u>Other Government Agencies File</u>. Includes correspondence, reports, and other records relating to other Federal, State, and local government agencies. Folders include agencies such as EPA, OMB, Interior, and other environmentally related agencies.</p>	<p><u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office 2 additional years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.</p>	

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NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
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Environmental Legislation and Regulations File. Includes reference copies of proposed and enacted environmental legislation, and copies of proposed and final standards, regulations, and guidelines effecting the laws. Records consist of copies of the bills and acts, work group records, copies of the rules, and related correspondence.

Committees and Conferences File. Includes records related to ORIO staff member participation on committees and at conferences. Records consist of copies of minutes, agendas, copies of papers presented, and related correspondence.

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