

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK
JOB NO.  <b>NC1 412 78 4</b>
DATE RECEIVED
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<b>2-14-78</b> <i>James B. Rhoads</i> Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Environmental Protection Agency**

2. MAJOR SUBDIVISION  
**Office of Administration**

3. MINOR SUBDIVISION  
**Claims Office, Facilities and Support Services Div.**

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 **1 (one)** 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 <b>1/26/78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard E. Masten</i>	E. TITLE <b>Chief, Administrative Management Branch</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<b>Retention and disposition authority for the Records of the EPA Claims Officer is attached.</b>		1 item

*Sent to agency, NCW & all FRO's - 2/17/78*

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO.

25

TITLE OF SCHEDULE  
CLAIMS RECORDS

COVERAGE OF SCHEDULE  
AGENCYWIDE

ITEM NO. NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

1. EPA Claims File. Includes records related to the consideration and settlement of claims by and against the United States. Includes Federal tort claims, employees' claims, waivers of claims, claim collection actions, and other related claims actions and activities. Records consist of claim forms, all supporting documentation and evidence supporting the claims, and administrative determinations by the EPA Claims Officer in consideration or settlement of the claims.

Retention: Retain 10 years.

Disposition: Break file upon final resolution of claims. Keep in office for 5 additional years, then transfer to the Federal Records Center (FRC). Keep in the FRC for 5 years, then destroy.