

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI 412 78 5	
DATE RECEIVED 24 FEB 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-28-78 <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)

ENVIRONMENTAL PROTECTION AGENCY

2. MAJOR SUBDIVISION

Committee Management Office

3. MINOR SUBDIVISION

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 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 <u>1/17/78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold R. Masters</i>	E. TITLE Harold R. Masters, Chief Administrative Management Branch
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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
1-2	This request is to revise the records control schedule for Committee Records to provide for more timely Federal Records Center storage of working papers kept by Executive Secretaries of advisory, inter-agency, intra-agency, or international committees. The revised page is attached.	<u>NC 174-118</u>	

Sent to agency, NCW & all FRC's - 3/2/78

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

2

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

COMMITTEE RECORDS

AGENCYWIDE

ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<p><u>Committee Records.</u> Includes official files and working papers maintained for the following types of committees: Advisory, Intra-agency, Inter-agency, and International.</p> <p>a. <u>Records Kept by the Committee Chairman and/or Executive Secretary.</u></p> <p>(1) <u>Official Meeting and Report Files.</u> Includes meeting agendas, official copies of minutes or transcripts of meetings, and copies of official committee reports.</p> <p>(2) <u>Committee Working Papers.</u> Includes unofficial working papers such as background papers prepared by consultants and draft reports of studies, and other documents made available to or prepared by or for each committee.</p> <p>b. <u>Records Kept by the EPA Committee Management Staff.</u> Includes inventory records on advisory, inter-agency, intra-agency, and international committees. Records consist of charters, rosters, notices of meetings, membership appointments, <u>Federal Register</u> notices of meetings and other related records.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file when committee is superseded or cancelled. Keep in office for 1 additional year, then transfer to the Federal Records Center. Keep in Federal Records Center for 4 years, then destroy.</p> <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon release of report or study to the public. Keep in office for 1 additional year, then transfer to the Federal Records Center. Keep in the Federal Records Center for 4 years, then destroy.</p> <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file when committee is superseded or cancelled. Keep in office for 5 years, then destroy.</p>
2.	<p><u>Meeting Arrangement Records.</u> Includes files relating to the scheduling, participation, and other matters necessary to the arrangement of the meeting.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon completion of meeting. Keep in office 1 year, then destroy.</p>

B-2-1

APPENDIX B

RECORDS MANAGEMENT MANUAL