

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 24 FEB 1978	JOB NO. NC1 412 78 7
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 "with-drawn" in column 10.	
3-1-78 Date	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Office of Planning and Management

3. MINOR SUBDIVISION
Library System Records

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 pages are not now needed for the business of this agency or will not be needed after the retention periods specified.

2-17-78
(Date)

Harold R. Burton
(Signature of Agency Representative)

Chief, Administrative Management Br.
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1-6	Request continuing disposition authority for records of the EPA Library System. Items 1-6 are attached.		

Sent to agency, NCV, - 3/2/78 P

6 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
LIBRARY SYSTEM RECORDS		AGENCYWIDE
ITEM NO.		RETENTION PERIOD AND DISPOSITION
NAME AND DESCRIPTION OF RECORD/FILE		
1.	<u>Library Systems Development File.</u> Includes records related to the development of systems and procedures for the acquisition, use, and dissemination of information in the EPA Library System. Records consist of correspondence and reports concerning topics such as bibliographic retrieval systems, document control system, literature search and literature services, on-line retrieval systems, data base management and evaluation, studies prepared by consulting firms, and other related records.	Retention: Retain 5 years. Disposition: Break file when projects or systems are implemented or become inactive. Keep in office for 2 additional years, then transfer to the Federal Records Center (FRC). Keep in the FRC for 3 years, then destroy.
2.	<u>Library Committees, Conferences, and Associations.</u> Includes records related to EPA Library participation in library or information management-related committees, conferences, seminars, workshops, and associations, such as the American Library Association, the American Society for Information, the Federal Library Committee, Special Library Association, and specific library-related conventions, workshops, etc. Records consist of correspondence, reports, brochures, and other literature.	Retention: As below. Disposition: Review files at end of each year. Retain records having continuing reference or administrative value and destroy other materials.
3.	<u>EPA Programs File.</u> Includes records related to Library relationships with the EPA offices served by the library system. Records used to establish user needs and to offer or provide support to the program office users. Records consist of correspondence, literature related to environmental programs and their needs for bibliographic or technical literature support or other library services, and other related records. Major file categories include toxic substances program, air program, water program, noise abatement program, solid waste program, and other environmental programs.	Retention: As below. Disposition: Review files at end of each year. Retain records having continuing reference or administrative value and destroy other materials.
4.	<u>EPA Library System File.</u> Includes records relating to the planning and management of the libraries comprising the EPA Library System. Records consist of correspondence, reports, and other documents concerning the library budget, staffing, user population, user education, library statistics, equipment, facilities management, acquisition policies, holdings, services offered, and other related matters. Also includes correspondence and reports from the libraries in the EPA Library System.	Retention: As below. Disposition: Review files at end of each year. Retain records having continuing reference or administrative value and destroy other materials.
5.	<u>Other Federal, University, and Special Libraries File.</u> Includes correspondence, reports, technical literature, interagency agreements, and other records received from other Federal, university, and special libraries. Included are the Library of Congress, National Agricultural Library, National Library of Medicine, National Technical Information Service, and from various university libraries.	Retention: As below. Disposition: Review files at end of year year. Retain records having continuing reference or administrative value and destroy other materials.
6.	<u>International Referral System Program File.</u> Includes records related to the referral of inquiries from foreign countries, international organizations, other Federal agencies, etc. to the proper office, agency, or institution for response. Records consist of the incoming inquiries, outgoing replies, and documents used to identify proper referral source.	Retention: Retain 1 year. Disposition: Keep in office current year plus 1 additional year, then DESTROY.

RECORDS MANAGEMENT MANUAL