Schedule Number: NC1-412-78-07

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/07/2022

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1 remains active

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2 was superseded by N1-412-06-006 EPA Schedule 459
Item 3 was superseded by N1-412-07-012
Item 4 was superseded by N1-412-07-012
Item 5 was superseded by N1-412-07-012
Item 6 was superseded by N1-412-07-001 EPA Schedule 259
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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
   TEL. EXT. 755-0830

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

   2-17-78
   Chief, Administrative Management Br.

6. DESCRIPTION OF ITEM
   Request continuing disposition authority for records of the EPA Library System. Items 1-6 are attached.

   1-6

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NAME AND DESCRIPTION OF RECORD/FIELD</th>
<th>COVERAGE OF SCHEDULE</th>
<th>RETENTION PERIOD AND DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Library Systems Development File. 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.</td>
<td>AGENCYWIDE</td>
<td>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.</td>
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<td>2.</td>
<td>Library Committees, Conferences, and Associations. 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.</td>
<td>AGENCYWIDE</td>
<td>Retention: As below. Disposition: Review files at end of each year. Retain records having continuing reference or administrative value and destroy other materials.</td>
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<tr>
<td>3.</td>
<td>EPA Programs File. 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 assessment program, solid waste program, and other environmental programs.</td>
<td>AGENCYWIDE</td>
<td>Retention: As below. Disposition: Review files at end of each year. Retain records having continuing reference or administrative value and destroy other materials.</td>
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<td>4.</td>
<td>EPA Library System File. 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.</td>
<td>AGENCYWIDE</td>
<td>Retention: As below. Disposition: Review files at end of each year. Retain records having continuing reference or administrative value and destroy other materials.</td>
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<tr>
<td>5.</td>
<td>Other Federal, University, and Special Libraries File. 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.</td>
<td>AGENCYWIDE</td>
<td>Retention: As below. Disposition: Review files at end of year year. Retain records having continuing reference or administrative value and destroy other materials.</td>
</tr>
<tr>
<td>6.</td>
<td>International Referral System Program File. 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.</td>
<td>AGENCYWIDE</td>
<td>Retention: Retain 1 year. Disposition: Keep in office current year plus 1 additional year, then DESTROY.</td>
</tr>
</tbody>
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