

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 13 MAR 1978	JOB NO.
NC1 412	78 8
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.	
Date <u>7-8-78</u> <u>James E. O'Neil</u> 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 International Activities
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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3-3-78
(Date)

Donald R. Hart
(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
1-26	Request continuing disposition authority for the Office of International Activities. Proposed retention periods and disposition instructions for the records of the office are contained on the attached records control schedule.		

37
32 items

sent to NNB, NMF New Agency
7-26-78 MJS

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

17

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
INTERNATIONAL ACTIVITIES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>United Nations Environmental Program (UNEP) File.</u> Includes records used to coordinate EPA involvement with the UNEP and to promote the exchange of environmental policies and information among other countries. Records consist of UNEP Governing Council documents, International Referral Service information, World Environment Day information, international conference material, position papers on international environmental issues, and other related records.	<u>Retention:</u> Retain 6 years. <u>Disposition:</u> Break file every year. Keep in office for 3 years, then transfer to the Federal Records Center (FRC). Keep in FRC for 3 years, then destroy.
2.	<u>Environmental Organization File.</u> Includes records relating to coordinating activities with non-government activities such as the Sierra Club, American Petroleum Institute, American Association for the Advancement of Science, National Audobon Society, Resources for the Future, etc. Records used to coordinate input from these groups on policy matters with the appropriate EPA program offices. Records consist of correspondence, reports, position papers, and other related records.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file every year. Keep in office for 5 years, then destroy.
3.	<u>World Environment Day File.</u> Includes records used to coordinate EPA's participation in World Environment Day, a United Nations (UN) designated day dedicated to an international observance of the environment. Files consist of correspondence, agendas, conference materials, and other records used to plan and participate in the observance.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file each year. Keep in office for 3 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives.
4.	<u>Global 2000 Project File.</u> Includes records related to a presidential project to project the status of the world in the year 2000. Overall project coordination being accomplished by the Council on Environmental Quality. Records relate to EPA input into the project. Records consist of correspondence, preliminary reports and position papers, and other related records.	<u>Retention:</u> Permanent. <u>Disposition:</u> Keep in office until termination of project, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives.
5.	<u>Speeches File.</u> Includes copies of speeches delivered by the Administrator, Deputy Administrator, and other EPA officials on international matters.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file each year. Keep in office for 3 years, then destroy.
6.	<u>Special Foreign Currency File.</u> Project files documenting the conduct of international cooperative studies and programs related to international environmental concerns. Projects are funded by foreign currency rather than by U.S. dollars. Records consist of background information, proposals sent by foreign countries, correspondence with project officers and project investigators, progress reports, fiscal reports, travel records, airgrams used in overseas communications, final reports, and other related records.	<u>Retention:</u> Retain 7 years. <u>Disposition:</u> Break file upon termination of project agreements. Keep in office for 2 years, then transfer to the FRC. Keep in FRC for 5 years, then destroy.

U.S. ENVIRONMENTAL PROTECTION AGENCY--RECORDS CONTROL SCHEDULES

SCHED. NO.

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TITLE OF SCHEDULE INTERNATIONAL ACTIVITIES RECORDS	COVERAGE OF SCHEDULE APPLICABLE HEADQUARTERS OFFICE
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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
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7.	<p><u>Bilateral Programs File.</u> Includes records related to evaluation of all international bilateral activities involving EPA and foreign organizations and governments. Agreements relate to areas of environmental concern to the U.S. and other countries.</p> <p>a. <u>Basic Agreement Documents.</u> Includes official copies of all bilateral agreements and primary support documents.</p> <p>b. <u>Other Records.</u> Includes correspondence with the countries and within the EPA and information on work accomplishments.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon termination of agreement. Keep in office for 1 additional year, then transfer to the FRC. Keep in the FRC for 9 years, then destroy.</p> <p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file each year. Keep in office 1 additional year, then transfer to the FRC. Keep in the FRC for 5 years, then destroy.</p>
8.	<p><u>Reimbursable Technical Assistance File.</u> Project files documenting the conduct of international cooperative agreements related to environmental concerns. These projects provide for U.S. technical assistance under terms of reimbursable agreements. Major agreements provide for environmental technical assistance and technology transfer to Iran, Brazil, and other countries. Records consist of copy of agreement, proposal, funding documents, program reports, and final report.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon the termination of agreement. Keep in office for 2 years, then transfer to the FRC. Keep in the FRC for 8 years, then destroy.</p>
9.	<p><u>U.S./U.S.S.R. Environmental Agreement File.</u> Includes records related to the cooperative agreement between the U.S. and the Soviet Union providing for the development of joint environmental research efforts in areas such as air and water pollution, urban pollution problems, wildlife protection, earthquake prediction, and other research areas.</p> <p>a. <u>Basic Agreement Documents.</u> Includes official copy of the agreement and primary supporting documents such as work programs, annual reviews of work accomplished, foreign communication, and final reports.</p> <p>b. <u>Other Files.</u> Includes documentation related to the overall management of the projects, internal Agency correspondence and memorandums, and other related records.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon termination of agreement. Keep in office for 1 additional year, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.</p> <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file each year. Keep in office for 3 years, then destroy.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

17

TITLE OF SCHEDULE INTERNATIONAL ACTIVITIES RECORDS	COVERAGE OF SCHEDULE APPLICABLE HEADQUARTERS OFFICE	SCHED. NO. 17
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
10.	<p><u>Laws of the Sea and Deep Seabed Mining Files.</u> Includes records documenting the development of a comprehensive treaty on the use and management of the oceans. Areas of concern include international exploration and exploitation of deep seabed minerals, navigation, and fishing rights, and technology transfer, marine pollution, and methods for the settlement of international ocean disputes.</p> <p>a. <u>EPA Internal Documentation.</u> Includes intra-agency correspondence, memorandums, position papers, and all other EPA internal documentation not sent to or otherwise duplicated in State Department files.</p> <p>b. <u>Other Records.</u> Includes general records such as copies of legislation, conference reports, and all other records sent to or otherwise duplicated in State Department files.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon termination of each UN Law of the Sea Conference. Keep in office 3 additional years, then transfer to the FRC for 10 years, then offer to the National Archives.</p>
	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file upon termination of each UN Law of the Sea Conference. Keep in office 3 additional years, then destroy.</p>	
11.	<p><u>Ocean Dumping Files.</u> Includes records relating to EPA participation in implementing the 1972 Ocean Dumping Treaty. Records relate to EPA chairmanship of the U.S. delegations to treaty group meetings, Agency monitoring of ocean dumping incidents, review and evaluation of ocean dumping regulations, and other related matters. Records consist of position papers, conference reports, correspondence, and other related records.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at the end of each year. Keep in office for 5 years, then transfer to the FRC. Keep in the FRC for 5 years, then destroy.</p>
12.	<p><u>Oil Pollution File.</u> Includes records related to EPA participation in the negotiation and implementation of the 1973 Convention on the Prevention of Pollution from Ships and the treaty resulting therefrom. Records relate to Agency recommendations concerning port reception facilities, tank vessel retrofitting, and providing technical assistance to developing countries in oil spill prevention, response, and cleanup.</p> <p>a. <u>EPA Internal Documentation:</u> Includes intra-agency correspondence, memorandums, position papers, and all other EPA internal documentation not sent to or otherwise duplicated in State Department files.</p> <p>b. <u>Other Records.</u> Includes general records such as conference and treaty documents, reports, and other records sent to or otherwise duplicated in State Department files.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of each year. Keep in office for 5 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives.</p>
	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of each year. Keep in office for 5 additional years, then destroy.</p>	

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<p>13. <u>Committee on the Challenges of Modern Society (CCMS) File.</u> Includes records related to the formation of the Committee, an international policymaking committee under UN auspices. Records relate to matters of international environmental concern, such as geothermal energy, nutrition and health, solar energy, etc., and consist of conference and treaty documents, reports, position papers, and related correspondence.</p> <p>a. <u>Final Reports.</u></p> <p>b. <u>All Other Records.</u></p>		<p><u>Retention:</u> Transfer to State Department.</p> <p><u>Disposition:</u> Keep in office for 10 years, then transfer to the State Department.</p> <p><u>Retention:</u> Retain 20 years.</p> <p><u>Disposition:</u> Keep in office for 10 years, then transfer to the FRC. Keep in FRC for 10 years, then destroy.</p>
<p>14. <u>CCMS Pilot Studies File.</u> Includes records related pilot study projects conducted under the auspices of the CCMS, a UN-sponsored international committee. Pilot studies concern matters of international environmental significance, such as geothermal energy, nutrition and health, solar energy, advanced wastewater treatment systems, etc.</p> <p>a. <u>Basic Project Documents.</u> Includes initial project proposals, names of participating countries, study objectives, and results. Also includes formal policy statements on the U.S. role in CCMS.</p> <p>b. <u>Project Workpapers.</u> Includes working papers such as draft proposals, trip reports, meeting summaries, and related correspondence.</p> <p>c. <u>Final Reports.</u> Reports include final project recommendations and follow-up activities.</p>		<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of study and follow-up activities, then transfer to the FRC. Keep in the FRC for 10 years, then destroy.</p> <p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Keep in office for 2 years, then destroy.</p> <p><u>Retention:</u> Permanent <i>Transfer to State Dept.</i></p> <p><u>Disposition:</u> Break file upon completion of study and follow-up activities. Keep in office 10 additional years, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives <i>State Department.</i></p>
<p>15. <u>CCMS Plenary Files.</u> Includes formal plenary documents created at the semiannual CCMS Plenary Conference.</p> <p>a. <u>Formal Plenary Documents.</u> Includes policy statements of the CCMS and related State Department cables and telegrams.</p>		<p><u>Retention:</u> Transfer to State Department.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 3 additional years, then transfer to the State Department.</p>

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	b. <u>Conference Working Papers.</u> Includes administrative documents concerning the conferences, such as meeting handouts, brochures, and other conference literature.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Keep in office for 2 years, then destroy.
16.	<u>Organization for Economic Cooperation and Development (OECD) Program File.</u> Includes records related to EPA participation in the OECD and its subsidiary environmental committee and technical groups. Records consist of OECD Council and Executive Committee minutes, environmental committee technical reports, EPA comments and position papers on OECD policy statements, and correspondence with the Organization.	<u>Retention:</u> Retain 7 years. <u>Disposition:</u> Break file every year. Keep in office current plus 1 additional year, then transfer to the FRC. Keep in the FRC for 6 years, then destroy.
17.	<u>Economic Commission for Europe (ECE) File.</u> Includes records related to EPA participation in the ECE, a UN subsidiary organization comprised of Eastern and Western European nations and the Soviet Union. Records consist of copies of the technical documents and policy statements of the ECE's environmental committee, and related correspondence.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file every year. Keep in office current plus 1 additional year, then transfer to the FRC. Keep in the FRC for 4 years, then destroy.
18.	<u>World Health Organization (WHO) File.</u> Includes records related to EPA participation in the environmental programs of the WHO and its subsidiary, Pan American Health Organization. Records consist of copy of EPA international agreement with the WHO, technical reports, and project documents.	
	a. <u>Basic Agreement Documents.</u> Includes copy of EPA-WHO agreement for WHO Collaborating Center on Environmental Pollution Control, work programs, reviews, evaluations, and financial records.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file each year. Keep in office for 5 years, then transfer to the FRC. Keep in the FRC for 5 years, then destroy.
	b. <u>Other Records.</u> Includes correspondence, memorandums, and information related to the management of overall EPA participation in WHO activities.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of year. Keep in office 2 additional years, then destroy.
19.	<u>International Joint Commission File.</u> Includes technical reports, reference studies, and correspondence with the International Joint Commission on the Pollution of Lake Erie.	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of year. Keep in office current year and 1 additional year, then destroy.
20.	<u>U.S./Canadian Relations File.</u> Includes records related to EPA involvement in the environmental problems concerning the U.S. and Canada, based on a 1972 agreement negotiated between the two countries. Environmental areas include Great Lake pollution and other problems of mutual concern.	

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	<p>a. <u>EPA Internal Documentation.</u> Includes intra-agency correspondence, memorandums, position papers, and all other EPA internal documentation not sent or otherwise duplicated in State Department files.</p>	
	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file each year. Keep in office for 5 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives.</p>	
	<p>b. <u>Other Records.</u> Includes general records such as copies of agreements, reports, and other records sent to or otherwise duplicated in State Department files.</p>	
	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file each year. Keep in office for 5 years, then destroy.</p>	
21.	<p><u>U.S./Mexican Relations File.</u> Includes records related to EPA involvement in environmental problems and issues of mutual concern to the U.S. and Mexico. Included are border incidents, treaty negotiations under the 1944 International Boundaries Water Treaty, and other agreements. Records consist of correspondence, reports, and other related records.</p>	
	<p>a. <u>EPA Internal Documentation.</u> Includes intra-agency correspondence, memorandums, position papers, and all other EPA internal documentation not sent or otherwise duplicated in State Department files.</p>	
	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file each year. Keep in office for 5 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives.</p>	
	<p>b. <u>Other Records.</u> Includes general records such as copies of agreements, reports, and other records sent to or otherwise duplicated in State Department files.</p>	
	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file each year. Keep in office for 5 years, then destroy.</p>	
22.	<p><u>International Travel Plans File.</u> Includes official copies of EPA Form 4550-5, International Travel Plans, showing a monthly list of all international travel planned during the coming month. Plans show names of travelers, dates and countries of trips, and purpose.</p>	
	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current and 1 additional year, then destroy.</p>	
23.	<p><u>International Trip Reports.</u> Includes copies of EPA Form 4550-1, International Trip Report Abstract, showing purpose and accomplishments of trip, institutions or individuals contacted, and recommendations as to the future desirability of continuing these contacts.</p>	
	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file at end of each year. Keep in office for 2 years, then destroy.</p>	
24.	<p><u>International Travel Request File.</u> Includes copies of EPA Form 4550-4, International Travel Request, and justification forms, showing justification and benefits expected to result from all foreign travel. Supporting papers include all relevant correspondence, letters of invitation, conference programs, and other background materials.</p>	
	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file at end of each year. Keep in office current and 1 additional year, then destroy.</p>	

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
25.	<u>Annual Foreign Travel Reports.</u> Includes annual summary reports of all foreign travel in EPA.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file each year. Keep in office for 7 years, then transfer to the FRC. Keep in the FRC for 3 years, then destroy.
26.	<u>Foreign Inquiries File.</u> Includes routine requests for information, publications, technical documents, and other Agency materials.	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of each year. Keep in office for 1 year, then destroy.