

NO 692121KH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-412-81-9
DATE RECEIVED	April 6, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS	
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

Management and Organization Division

3. MINOR SUBDIVISION

Administrative Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker

5. TEL EXT.

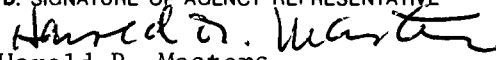
755-0840

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 3 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3-31-81	 Harold R. Masters	Chief, Admin. Management Branch (PM-213)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1-2	The attached records control schedules provide series descriptions and retention and disposition provisions for the Environmental Review Machine-readable records.		

No mass data range required
Closed Out: 12-30-81: K.T.D.
Copy to NCW & NNB

2 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

REC'D. NO.

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

1. 309 Review System. PURPOSE - The system is used to review all major Federal actions impacting the Environment. The system is primarily a tracking system to assure timely review, regional coordination, and categorization of EPA comments and public availability of EPA comments. SCOPE - The system maintains one record for each document reviewed (type, status, date received, name, date due, comment date & code).

PERMANENT

Disposition: Transfer records to the National Archives and Records Service when the program is discontinued or when the records are 30 years old, whichever occurs first.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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TITLE OF SCHEDULE	COVERAGE OF SCHEDULE	
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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
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2.

National Environmental Policy Act (NEPA) Filing System. PURPOSE - The NEPA System is used to record the official filing of EIS's by Federal agencies and to provide a report to be published in the Federal Register each week of EIS availability. SCOPE - The system maintains one record for each project which is the subject of an EIS. The record includes: the lead agency, status, previous status, date filed, location, brief abstract of proposal, and control number.

PERMANENT.

Disposition: Transfer records to the National Archives and Records Service when the program is discontinued or when the records are 30 years old, whichever occurs first.