

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*rec 11/27/81*

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 (PM-213)

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker

5. TEL. EXT.

755-0840

LEAVE BLANK	
JOB NO <u>NCI-412-81-15</u>	
DATE RECEIVED <u>May 11, 1981</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>3-30-82</u> Date	<i>[Signature]</i> Archivist of the United States

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 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>3/24/81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Harold R. Masters	E. TITLE Chief, Admin. Management Branch (PM-213)
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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
EPA Schedule Appendix C No. 3 Item 17	The Enforcement Records Control Schedule for item 17, Federal Facilities Referrals File is being amended to provide a specific period of time for the disposition of the records. When the original schedule was developed the Agency was still new and there was not sufficient information to be used in determining a specific disposition time. Therefore, it was decided by NARS and EPA to wait until the Agency was more developed and sufficient information could be collected to be used in making a sound decision about the disposition of the records.  Attached is a revision of the EPA Records Control Schedule for this series of records.		
<i>no mass data change required</i>			<i>1 item</i>

*Closed out: 4-26-82: K.T.D. NAF  
Copy to All FRCS and Agency*

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
14.	<p><u>Executive Order 11738 File.</u> Includes records related to EPA implementation of the Order, which establishes a listing program for withholding Federal contracts, grants, or loans from air and water pollution facilities.</p> <p>a. <u>Policy Development Files.</u> Includes general instructions and policy guidance records. Records consist of air compliance regulations, copies of the Executive Order, listing proceeding and hearing procedures, and general guidance for implementation of the regulations.</p> <p>b. <u>Listing or De-listing Cases.</u> Includes individual case actions and proceedings to list or de-list air and water pollution facilities on the Contractor - Grantee Loan Program.</p>	<p><u>Retention:</u> Disposal not authorized.</p> <p><u>Disposition:</u> See above.</p> <p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon termination of case. Keep in office for 5 years, then transfer to the FRC. Keep in the FRC for 5 years, then destroy.</p>
15.	<p><u>Federal Facilities Compliance File.</u> Includes records related to EPA efforts to monitor Federal agency compliance with pollution abatement laws and regulations. Records consist of correspondence with the agencies, copies of the regulations, compliance reports, and other related records.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of each year. Keep in office until termination of program, then transfer to the FRC. Keep in the FRC for 5 years, then destroy.</p>
16.	<p><u>Federal Facilities Data System.</u> Includes reports showing the status of pollution abatement efforts by Federal agencies. Includes reports submitted under OMB Circular A-78/81 and A-106, arranged by Agency.</p> <p>a. <u>Exhibit 1 Reports.</u></p> <p>b. <u>Exhibit 2 Reports.</u></p>	<p><u>Retention:</u> Retain 12 years.</p> <p><u>Disposition:</u> Break file when superseded by updated report. Keep in office for 2 years, then transfer to the FRC. Keep in the FRC for 10 years, then destroy.</p> <p><u>Retention:</u> Retain 12 years.</p> <p><u>Disposition:</u> Break file when superseded by updated report. Keep annotated copies in office for 3 years, then transfer to the FRC. Keep in the FRC for 9 years, then destroy.</p>
17.	<p><u>Federal Facilities Referrals File.</u> Includes records related to the referral and processing of requests from Federal agencies for consultation and technical assistance on actions in Federal installations which might effect the environment. Records consist of correspondence and worksheets, reports showing actions proposed and taken, and other related records.</p>	<p><u>Retention:</u> Retain 12 years.</p> <p><u>Disposition:</u> Break file at end of each year. Keep in office for 3 years, then transfer to the FRC. <del>Keep in FRC for 9 years, then destroy.</del></p> <p align="center"><b>DESTROY WHEN 12 YEARS OLD</b></p>

RECORDS MANAGEMENT MANUAL