

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

22 Sep 81/81

**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

4 NAME OF PERSON WITH WHOM TO CONFER
Thomas Tasker

5 TEL EXT
755-0840

LEAVE BLANK

JOB NO
NC1-412-82-1

DATE RECEIVED
September 22, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Dec 8, 82 *Robert M. War*
Dated 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 <i>7/8/81</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold R. Masters</i>	E. TITLE 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	The attached records control schedule provides series description and retention and disposition provisions for Region VIII's Machine-Readable records.		
MASS DATA CHANGE SHEET NOT REQUIRED			
			<i>1 item</i>

*Closed out: 12-14-82:cm
Copies to 8KR, NNF + 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

1 Denver Commuting Habits. This system contains data relating to the commuting habits of Federal workers between home and two locations, the Denver Federal Center and the downtown Federal area. Records were created as part of an effort to urge agency employees to use public transportation and car pools.. Survey participants estimated distances between home and work, identified transportation type used, expressed opinions on joining car and van pools, indicated willingness to be a driver or alternate, etc. Data was collected from approximately 5000 workers during a two week period in 1977.

Retention: Retain 5 years after completion of project.

Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 2 years, then transfer to FRC. Keep in FRC for 3 years, then destroy.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

FILM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

Denver Air - Commuting Habits. The system contains data relating to the commuting habits of Federal and private workers in Denver metro area. SCOPE - Data was collected from approximately 5000 workers in 1977.

Retention: Retain 5 years after completion of project.

Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 2 years, then transfer to FRC. Keep in FRC for 3 years, then destroy.