Schedule Number: NC1-412-82-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All records in this schedule were disposable in 1983. Disposal at the agency is assumed.
REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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 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 7/8/81

D SIGNATURE OF AGENCY REPRESENTATIVE
Harold R. Masters

E. TITLE Chief, Admin. Management Branch (PM-213)

F ITEM NO

G. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

The attached records control schedule provides series description and retention and disposition provisions for Region VIII's Machine-Readable records.

9 SAMPLE OR JOB NO

10. ACTION TAKEN

MASS DATA CHANGE SHEET NOT REQUIRED

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-114
<table>
<thead>
<tr>
<th>SCHED. NO.</th>
<th>ITEM NO.</th>
<th>NAME AND DESCRIPTION OF RECORD/FILE</th>
<th>COVERAGE OF SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>