


AUG 2

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

LEAVE BLANK	
JOB NO	
NCL-412-82-15	
DATE RECEIVED	
8-2-82	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
8-23-82 <small>Date</small>	 <small>Archivist of the United States</small>

TO **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
 Environmental Protection Agency

2 MAJOR SUBDIVISION  
 Office of Public Affairs

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
 Thomas Tasker

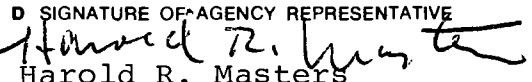
5. TEL EXT  
 755-0840

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 7-27-82	D SIGNATURE OF AGENCY REPRESENTATIVE  Harold R. Masters	E. TITLE Chief, Records Management Staff
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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
	The Office of Public Affairs Records Control Schedule covering PEMAP/PEYA Merit Awards Projects is being amended to shorten the retention period. When these records were initially scheduled the Program was new and it was difficult to determine the value of these records. The Program has been in existence for a number of years and the Office of Public Affairs has reevaluated the value of these records and determined that the retention period could be shortened.	Appendix C Schedule 7 Item 19	

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

SCHED. NO

-7

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

**PUBLIC AWARENESS RECORDS**

**APPLICABLE HEADQUARTERS OFFICE**

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
19.	<p><u>PEMAP/PEYA MERIT AWARDS PROJECTS.</u> Documentation relating to projects entered into by students and youth groups to improve the environment. Records consist of merit award applications, lists of students for awards, samples and pictures of posters and exhibits, news clips from local newspapers, description of award presentation program.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of school year. Keep in office for 3 years, then destroy.</p>