

AUG 2

REQUEST FOR RECORD 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

Office of Public Affairs

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker

5. TEL EXT

755-0840

LEAVE BLANK

JOB NO

NC1-412-82-15

DATE RECEIVED

8-2-82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-23-82
Date

[Signature]
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 7-27-82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> 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	

115-107

MDU's not necessary. Closed out: 8-24-82 cm
Copy to Agency

STANDARD FORM 115

Revised April, 1975

Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

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. PEMAP/PEYA MERIT AWARDS PROJECTS. 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.

Retention: Retain 3 years.

Disposition: Break file at end of school year. Keep in office for 3 years, then destroy.