

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-412-83-1	
DATE RECEIVED 11-2-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-13-83 Date	<i>Robert May</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2 MAJOR SUBDIVISION
Library Systems and Services Staff

3 MINOR SUBDIVISION
Records Management Staff

4 NAME OF PERSON WITH WHOM TO CONFER
Thomas Tasker

5 TEL EXT
382-5911

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 11 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 10/19/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold R. Masters</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 attached records control schedules provide series descriptions and retention and disposition provisions for the Agency's Audiovisual records.		
1 - 10	Motion Pictures		
1 - 11	Sound Recordings		
1 - 12	Video Recordings		
1 - 6	Still Photography		
1 - 3	Graphic Arts		
	<i>Mass data charge sheet</i>		<i>56 items</i>

115-107

not required

UNB, UNF, & UNS & Agency sent 12-8-83 by DMU.

All EPA is sent 12-9-83 by DMU.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
MOTION PICTURES

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	Films acquired from outside sources for Agency personnel and management training.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file when material is obsolete or of no further value. Keep in office for 1 year, then destroy.</p>
2.	Internal personnel and administrative training/motivational films which do not reflect the mission of EPA. These films are used to train supervisors and management officials.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file when material is obsolete or of no further value. Keep in office for 1 year, then destroy.</p>
3.	Routine surveillance footage of various enforcement activities being investigated by the Agency Enforcement Program.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon completion of enforcement activities. Keep in office for 5 years, then destroy.</p>
4.	Routine scientific medical or engineering footage of various scientific studies or engineering efforts being done by the Agency.	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file upon completion of study. Keep in office for 2 years, then destroy.</p>
5.	<p>Public Information Motion Pictures Films. These films are intended to acquaint the public with various environmental pollution problems and the EPA Programs that have been established to solve these problems.</p> <p>a. Original Record Copy.</p> <p>b. Outtakes, trims, and stock footage from completed productions.</p> <p>c. Other Copies. Duplicate prints and preprint elements in excess of those elements required for preservation, duplication, and reference by 41 CFR 101-11.411-4.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Offer originals, internegatives and one release print or video copy to NARS when no longer needed for current distribution.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Offer immediately to the NARS Stock Film Library upon completion of production.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Destroy when no longer needed.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
MOTION PICTURES

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<p>Environmental training films sponsored by EPA that explain program functions or activities of the Agency. Films are intended for internal or external distribution.</p> <p>a. Original Record Copy.</p> <p>b. Outtakes, trims, and stock footage from completed productions.</p> <p>c. Other Copies. Duplicate prints and preprint elements in excess of those elements required for preservation, duplication, and reference by 41 CFR 101-11.411-4.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Offer originals, internegatives and one release print or video copy to NARS when no longer needed for current distribution.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Offer immediately to the NARS Stock Film Library upon completion of production.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Destroy when no longer needed.</p>
7.	<p>Mini-documentaries developed by EPA which are used for news releases and reports of various environmental programs and activities that are currently underway.</p> <p>a. Original Record Copy.</p> <p>b. Outtakes, trims, and stock footage from completed productions.</p> <p>c. Other Copies. Duplicate prints and preprint elements in excess of those elements required for preservation, duplication, and reference by 41 CFR 101-11.411-4.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Offer originals, internegatives and one release print or video copy to NARS when no longer needed for current distribution.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Offer immediately to the NARS Stock Film Library upon completion of production.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Destroy when no longer needed.</p>

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
MOTION PICTURES

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
8.	<p>Environmental films which relate to a specific environmental study/effort that have been produced under a grant for EPA.</p> <p>a. Original Record Copy.</p> <p>b. Outtakes, trims, and stock footage from completed productions.</p> <p>c. Other Copies. Duplicate prints and preprint elements in excess of those elements required for preservation, duplication, and reference by 41 CFR 101-11.411-4.</p>	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Offer originals, internegatives and one release print or video copy to NARS when no longer needed for current distribution.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Offer immediately to the NARS Stock Film Library upon completion of production.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Destroy when no longer needed.</p>
9.	<p>Television public service (or spot) announcements which are used by the Environmental Protection Agency to provide announcements on various environmental issues to the public.</p> <p>a. Original Record Copy.</p> <p>b. Outtakes, trims, and stock footage from completed productions.</p> <p>c. Other Copies. Duplicate prints and preprint elements in excess of those elements required for preservation, duplication, and reference by 41 CFR 101-11.411-4.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Offer originals, internegatives and one release print or video copy to NARS when no longer needed for current distribution.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Offer immediately to the NARS Stock Film Library upon completion of production.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Destroy when no longer needed.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
MOTION PICTURES		AGENCYWIDE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
10.	Finding Aids and Production Documentation. Existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of motion pictures, as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release, or ownership of the audiovisual production.	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> As determined by user's needs.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after completion of production. Combine with film, recording, or tape and offer to NARS when no longer needed for current distribution.</p> <p>b. <u>Information Copies.</u> Destroy after 1 year or sooner if no longer needed.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE SOUND RECORDINGS		COVERAGE OF SCHEDULE AGENCYWIDE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	Recordings of EPA meetings made exclusively for notetaking or transcription.	<u>Retention:</u> See disposition below. <u>Disposition:</u> Erase immediately after use and re-use tapes.
2.	Pre-mix sound elements created during the course of an EPA motion picture, television or radio production.	<u>Retention:</u> See disposition below. <u>Disposition:</u> Erase immediately after use and re-use tapes.
3.	Daily or spot news recordings of EPA program/activities relating to various environmental issues such as community relations regarding a hazardous waste incident that are available to local radio stations on a call-in basis.	<u>Retention:</u> Retain 6 months. <u>Disposition:</u> Break file when 6 months old or when no longer needed, then erase and re-use tapes.
4.	EPA developed radio programs or public service announcements on various EPA programs which address certain environmental issues.	<u>Retention:</u> Permanent <u>Disposition:</u> Break file and offer original or master tape or earliest generation of each recording to NARS when no longer needed for current distribution.
5.	EPA sponsored radio news releases and information programs relating to highly sensitive environmental issues that affect the public.	<u>Retention:</u> Permanent <u>Disposition:</u> Break file and offer original or master tape or earliest generation of each recording to NARS when no longer needed for current distribution.
6.	Internal management news or information programs whose primary purpose are to keep EPA employees informed of current program activities taking place.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file upon completion of program. Keep in office for 3 years, then erase and re-use tapes.
7.	Records of public meetings or speeches, EPA-sponsored conferences, guest speakers, testimony of EPA officials before Congress and other hearings on such environmental issues as hazardous waste, effect of pesticides and toxic chemicals on drinking water, etc.	<u>Retention:</u> Permanent <u>Disposition:</u> Break file upon completion. Offer original or master/tape or earliest generation of recording to NARS every 3 years.
8.	Recordings that relate to a specific environmental study/effort produced under a grant for EPA.	<u>Retention:</u> Permanent <u>Disposition:</u> Break file when study/effort has been completed. Offer original or master tape or earliest generation of recording to NARS.
9.	Recordings or programs acquired by EPA from outside sources that support or are used to carry out Agency programs.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file upon completion of program. Keep in office for 3 years, then erase and re-use tapes.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
SOUND RECORDINGS

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

10. Appearances by top EPA officials such as on talk shows, special interviews with newspaper reporters, and other forms of media. Issues discussed are of a mission nature rather than administrative. For example: Bubble concept to reduce air pollution.

Retention: Permanent

Disposition: Break file upon completion. Offer original or master tape or earliest generation of each recording to NARS every 3 years.

11. Finding Aids and Production Documentation. Existing finding aids such as data sheets, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of sound recordings, as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.

Retention:

a. Record Copy. Permanent

b. Information Copies. As determined by user's needs.

Disposition:

a. Record Copy. Break file after completion of production. Combine with tape/recording and offer to NARS when no longer needed for current distribution.

b. Information Copies. Erase tapes after 1 year or sooner if no longer needed and re-use tapes.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
VIDEO RECORDINGS

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	Programs acquired by the Agency from outside sources for personnel and management training.	<p><u>Retention:</u> Retain 1 year</p> <p><u>Disposition:</u> Break file when material is obsolete or of no further value. Keep in office for 1 year, then erase and re-use tapes.</p>
2.	Internal personnel and administrative training programs which do not reflect the mission of EPA. These programs are used to train supervisors and management officials.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file when material is obsolete or of no further value. Keep in office for 1 year, then erase and re-use tapes.</p>
3.	Recordings that document Agency internal meetings and award presentations. For example meetings on merit pay procedures or conversion to new telephone service.	<p><u>Retention:</u> Destroy when no longer needed.</p> <p><u>Disposition:</u> Break file when no longer needed then erase and re-use tapes.</p>
4.	Video productions intended for public distribution which are sponsored by EPA. These productions are intended to inform and educate the public on various environmental issues which the Agency is working on. Issues such as air pollution, dumping wastes into the ocean, hazardous waste incidents such as the love canal, etc.	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file and offer original or earliest generation of recording to NARS when no longer needed for current distribution.</p>
5.	Television news releases or information reports which are used by EPA to inform the public of certain environmental issues and what action EPA has taken to respond to these issues.	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file and offer original or earliest generation of recording to NARS when no longer needed for current distribution.</p>
6.	Internal management news or information regarding various issues affecting the Agency's programs. Issues such as major organizational changes, management decisions to centralize/decentralize operations such as computer, contracts, etc.	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office for 3 years, then erase and re-use tapes.</p>
7.	Recordings of EPA officials who have attended public meetings, made speeches, been guest speakers, given testimony before Congress and other hearings on Agency matters such as funding of EPA programs, hearing on EPA regulations, and discussion of agency programs at public meetings.	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file and offer original or earliest generation of recording to NARS every 3 years.</p>
8.	Appearances by top EPA officials such as on TV talk shows, special interviews with newspaper reporters, and other forms of media. Issues discussed are of a mission nature rather than administrative. For example: Bubble concept to reduce air pollution.	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file and offer original or earliest generation of recordings to NARS every 3 years.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
VIDEO RECORDINGS

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM
NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

- 9. Video recordings of press conferences which announce EPA's Programs and how the Programs will be used to protect and cleanup the environment. Record copy of press conferences are maintained in transcripts (paper form).
- 10. Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference.
- 11. Programs acquired by EPA from outside sources (other than item 1) that support or are used to carry out Agency programs.
- 12. Finding Aids and Production Documentation. Existing finding aids such as data sheets, sheet lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of sound recordings, as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.

Retention: Retain 3 years.

Disposition: Break file upon completion of press conference keep in office for 3 years, then erase and re-use tapes.

Retention: See disposition below.

Disposition: Destroy when no longer needed.

Retention: Retain 3 years.

Disposition: Break file upon completion of program. Keep in office for 3 years, then destroy.

Retention:

- a. Record Copy. Permanent
- b. Information Copies. As determined by user's needs.

Disposition:

- a. Record Copy. Break file after completion of production. Combine with tape/recordings and offer to the NARS when no longer needed for current distribution.
- b. Information Copies. Destroy after 1 year or sooner if no longer needed.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
VIDEO RECORDINGS

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
13.	<p>Video recordings of TV evening and morning network shows that discuss environmental issues. Shows are taped and portions that relate to EPA are edited for internal use only within EPA. The revised video recordings are broadcast over closed-circuit TV network to key officials to keep them up-to-date on various environmental issues such as hazardous waste spills, toxic waste, water pollution, etc. Note: the video recordings are not broadcast outside EPA.</p>	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file and offer original or earliest generation of recording to NARS every 3 years.</p>

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
STILL PHOTOGRAPHY

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	Photographs of routine award ceremonies, social events, and activities not related to the mission of the Agency.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file when 1 year old or when no longer needed, then destroy.</p>
2.	Personnel identification or passport photographs of Agency employees.	<p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Destroy immediately upon completion of photographic requirement.</p>
3.	Official portraits of senior Agency officials which reflect the historical significance of the Agency.	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file every 10 years. Transfer records to NARS.</p>
4.	Photographs which depict various program mission activities of the Agency. Examples are interviews with public citizens regarding toxic and hazardous waste, effect of pesticides on the environment and public health.	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file when program activity has been completed or terminated. Keep in office for 2 years, then transfer to NARS.</p>
5.	Slides that depict the various program activities of the Agency. Slides may document the development of such program activities as the registration of pesticides, community relations program used to inform public of hazardous waste site, construction of waste treatment plants, etc.	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file every five years or upon termination of program. Keep in office for 3 years, then offer to NARS.</p>
6.	Findings Aids and Related Documentation. Existing finding aids such as data sheets, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the photographs and slides. <i>(For items 3, 4 & 5 only)</i>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent</p> <p>b. <u>Information Copies.</u> As determined by user's need.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after completion of project. Combine with photographs or slides and offer to NARS every 5 years.</p> <p>b. <u>Information Copies.</u> Destroy after 1 year or sooner if no longer needed.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
GRAPHIC ARTS

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	Viewgraphs used for Agency training sessions, briefings and other program activities.	<p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Break file when no longer active or no longer needed, then destroy.</p>
2.	Routine artwork for Agency handbills, flyers, program stationery, and other graphics.	<p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Break file when no longer active or no longer needed, then destroy.</p>
3.	Agency posters depicting program mission activities which have been distributed Agencywide or to the public.	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file when program activity has been completed or terminated. Keep in office for 3 years, then offer to NARS.</p>