

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-412-83-05

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/07/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 7 and 9 remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 8 was superseded by N1-412-94-002 item 41

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-412-83-5
DATE RECEIVED	3-1-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-28-83 Date	<i>[Signature]</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

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 3 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
2/16/83	<i>[Signature]</i> Harold R. Masters	Chief, Records Management Staff

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The Library System Records Control Schedule is being amended to:</p> <ol style="list-style-type: none"> Add a new item 7, Public Information Reference Material (Regulations, Standards, and Guidelines). This series of records contains documentation relating to regulations, standards, and guidelines promulgated by EPA and which are maintained centrally for public review. Note: this item was previously covered by Public Awareness Records Control Schedule, Appendix C, Schedule 7, Item 20. Add a new item 8, Public Inquiries File. This series of records contains records relating to information requested by the public. Note: this item is covered by GRS Schedule 14, Item 3. 	Appendix B Schedule	B 26
<p><i>No mass data change sheet required.</i></p>			<p><i>3 items</i></p>

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>3. Add a new item 9, Information Clearinghouse Records. This series of records contains information relating to an ongoing inventory of all EPA's monitoring and statistical information on a variety of models, data collections, technical reports, and grants and procurements to be used by project officers to determine if the the requirements called for in the FRP's are sufficiently unique or whether they are duplications of effort.</p> <p>Attached is a copy of the EPA Records Control Schedule for the three series of records.</p>	Appendix B Schedule 26	

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

LIBRARY SYSTEM RECORDS

COVERAGE OF SCHEDULE

AGENCYWIDE

26

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
7.	<p><u>Public Information Reference Material (Regulations, Standards, and Guidelines).</u> A collection of documents relating to regulations, standards, and guidelines promulgated by EPA. Documents centrally maintained for public review. Documents consist of copies of proposed and final regulations, standards, and guidelines which includes hearing transcripts, economic analysis--cost effect studies, comments on proposed regulations; State Implementation Plans; Effluent Guidelines, NPDES Quarterly Non-Compliance Reports, etc. <u>Note: The documents described above are non-record material. The official record documentation is maintained by the appropriate program.</u></p>	<p><u>Retention:</u> Retain 1 year after promulgation of final regulation, standard, or guideline.</p> <p><u>Disposition:</u> Break file upon publication of final rule in Federal Register. Keep in Public Information Reference Unit for 1 year, then destroy.</p>
8.	<p><u>Public Inquiries File.</u> Includes copies of public inquiries requesting various non-technical EPA reference materials and/or answers to various types of environmental problems, with copy of response from the responsible program area in EPA Headquarters and regions attached. Also, includes copies of inquiry control log books/sheets and reports that contain daily and weekly account of inquiries received via mail, telephone, and personal appearances.</p>	<p><u>Retention:</u> Retain 3 months.</p> <p><u>Disposition:</u> Break file after 3 months, then destroy.</p>
9.	<p><u>Information Clearinghouse Records.</u> Includes records relating to a system to provide an ongoing inventory of all EPA's monitoring and statistical information on a variety of models, data collections, technical reports, and grants and procurements to be used by project officers to determine if the requirements called for in the RFP's are sufficiently unique or whether they are duplications of effort. Records consist of procurement request, statement of work, survey forms to update data bases, data collection forms, and other appropriate records necessary for the operation of the Information Clearinghouse.</p>	<p><u>Retention:</u> Retain 6 months.</p> <p><u>Disposition:</u> Break file after information has been converted to machine-readable form and information verified to be correct. Keep in office for 6 months then destroy.</p>

RECORDS MANAGEMENT MANUAL