

**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**  
Office of Federal Activities

**3 MINOR SUBDIVISION**

**4. NAME OF PERSON WITH WHOM TO CONFER**  
Thomas Tasker

**5. TEL EXT**  
382-5911

LEAVE BLANK	
JOB NO	<i>NC1-412-84-1</i>
DATE RECEIVED	<i>5-9-84</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-26-85</i> Date	<i>Frank A. Bourke</i> 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 7 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
<i>4/18/84</i>	<i>Thomas Tasker</i> Thomas Tasker	Agency Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1 - 19	<p>The Office of Federal Activities (OFA) Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this Schedule is part of a major review and update of the EPA Records Control Schedules.</p> <p>Attached is a copy of the revised OFA Records Control Schedule</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Carmelita Pycan</i> <u>6/24/85</u> NARA appraiser Date</p> <p><i>Thomas Tasker</i> <u>6/25/85</u> Agency representative Date</p>	Appendix C Schedule 18	

*17 items*

115-107 *Copies sent to EPA, NNF and NC, 9/24/85*  
CSR

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

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FEDERAL ACTIVITIES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1	<u>Controlled and Major Correspondence of the Director, Office of Federal Activities.</u> Includes copies of controlled and major correspondence signed by the Director. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures.	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives <b>in 5 year blocks.</b></p>
2.	<u>General Correspondence of the Director, Office of Federal Activities.</u> Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
3	<u>Program Management Files.</u> Includes records related to the administrative management activities of the Federal Activities Program. Records consist of speeches, staff meeting notes, training literature, program planning documents, budget, work models, personnel management records, information management systems, and other related records.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
4	<u>309 Review Comment Files.</u> Includes copy of official Agency comments made pursuant to Section 309 of the Clean Air Act regarding Environmental Impact Statements, regulations, legislation, and other major Federal actions.	
	a. <u>309 Review Comment File.</u> Includes official Agency comments, associate reviewer comments, copy of materials reviewed (excepting EIS's) and other associated materials.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon completion of review and final comment issuance. Keep in office 2 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives <b>in 5 year blocks.</b></p>
	b. <u>Regional 309 Review Comment Files (Maintained at Headquarters).</u> Includes copy of official Agency comments.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon completion of notice of public availability. Keep in office 1 year, then destroy.</p>
	c. <u>309 Review Report.</u> Includes computer-generated data summarizing official 309 reviews, federal register notices, supporting materials, and other related records.	<p><u>Retention:</u> Retain 15 years.</p> <p><u>Disposition:</u> Break file at end of reporting cycle. Keep in office for 15 years, then destroy.</p>

RECORDS MANAGEMENT MANUAL

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

SCHED NO

TITLE OF SCHEDULE FEDERAL ACTIVITIES RECORDS		COVERAGE OF SCHEDULE APPLICABLE HEADQUARTERS OFFICE
---	--	--

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
---------	-------------------------------------	----------------------------------

5	<u>Environmental Impact Statement Files.</u> Includes copies of Environmental Impact Statements prepared pursuant to the National Environmental Policy Act of 1969. Records consist of printed draft, final, and supplemental documents.	<u>Retention:</u> Permanent  <u>Disposition:</u> Break file at end of review. Keep in office 2 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives <b>in 5 year blocks.</b>
6	<u>404 Program Files.</u> Includes records related to the management of the Nation's navigable waters, wetlands, and soil erosion efforts to prevent the pollution of the nation's waterways. Records consist of correspondence with Federal and State officials, and private companies regarding various issues that pertain to the prevention of pollution of waterways, memo of understanding, coordination of issues with Corps of Engineers, policy and regulations that pertain to the management of the 404 Program.	<u>Retention:</u> Permanent  <u>Disposition:</u> Break file at end of 2 years. Keep in office 2 years, then transfer to the FRC. Keep in FRC for 20 years, then offer to the National Archives <b>in 5 year blocks.</b>
7	<u>404 Dredging/Fill Permits.</u> Includes records related to determinations to authorize or deny projects that have been issued permits for the discharge of dredged or fill material into navigable waters. See Clean Water Act (Amendments of 1977), Section 404 (c). Records consist of status reports, correspondence from the public regarding the proposed project, public notices giving dredging companies permission to dredge in certain areas, memo of understanding, 404 (q) actions, documentation supporting veto of permit (404 (c)), comments from the Corps of Engineers, and other related documents.	<u>Retention:</u> Retain 12 years.  <u>Disposition:</u> Break file upon expiration or termination of permit. Keep in office for 1 year, then transfer to the FRC. Destroy when 12 years old.
8	<u>State 404 Program Files.</u> Includes records related to programs that have been delegated to the States by EPA. Records consist of delegation to State, documents related to State program assumption, State program development grant, grant application, reports, requests for adequacy determinations, State official request for program assumption, and supporting documentation, public comments, Federal agencies comments and EPA's reply to comments, transcript of public hearing, official response to State on approval or disapproval, copy of F.R. Notice of decision, oversight of program subsequent to approval, State's draft report on evaluation of State program, State's final report, and other related records.	<u>Retention:</u> Permanent.  <u>Disposition:</u> Break file at end of 2 years. Keep in office 3 years, then transfer to the FRC. Keep in FRC for 20 years, then offer to the National Archives <b>in 5 year blocks.</b>

RECORDS MANAGEMENT MANUAL

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

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FEDERAL ACTIVITIES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
9	<u>Federal Facilities Compliance File.</u> Includes records related to EPA efforts to monitor Federal agency compliance with pollution abatement laws and regulations. Records consist of correspondence with the agencies, copies of the regulations, inspections, compliance reports, Federal Facility Compliance Agreement, and other related records. Also, includes efforts to resolve compliance problems at Federal facilities.	<u>Retention:</u> Retain 12 years.  <u>Disposition:</u> Break file at end of each fiscal year. Keep in office 3 years, then transfer to the FRC. Destroy when 12 years old.
10	<u>Federal Facilities Data System.</u> Includes reports showing the status of pollution abatement efforts by Federal agencies. Includes reports submitted under OMB Circular A-106 (formerly A 78/81, arranged by Agency.)	<u>Retention:</u> Retain 7 years.  <u>Disposition:</u> Break file when superseded by updated report. Keep in office for 1 year, then transfer to the FRC. Destroy when 7 years old.
11	<u>Federal Facilities Referrals File.</u> Includes records related to the referral and processing of requests from Federal agencies for consultation and technical assistance on actions in Federal installations which might effect the environment. Records consist of correspondence and worksheets, reports showing actions proposed and taken, and other related records.	<u>Retention:</u> Retain 5 years.  <u>Disposition:</u> Break file at end of each fiscal year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
12	<u>Federal Agency Liaison Files.</u> Includes records used by Federal agency Liaison personnel in monitoring and coordinating EPA contacts and activities with other Federal agencies.  a. <u>Specific Federal Agency Actions.</u> Includes agency files containing general correspondence with the agencies, National Environmental Policy Act compliance, Federal facilities compliance, and other related records.  b. <u>Interagency Agreements File.</u> Includes agreements with other Federal agencies for environmental research or office services tasks.  (1) <u>Policy IAG File.</u> Includes agreements with other Federal agencies for services including Agency policy matters.  (2) <u>Service IAG File.</u> Includes agreements with other Federal agencies for services involving Federal Activities programs.	<u>Retention:</u> See disposition below.  <u>Disposition:</u> Review files in office every 2 years. Keep records of continuing reference or administrative value and destroy other materials.  <u>Retention:</u> Permanent.  <u>Disposition:</u> Break file upon termination of agreements. Keep in office 3 years, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.  <u>Retention:</u> Retain 3 years.  <u>Disposition:</u> Break file upon termination of agreements. Keep in office for 3 years, then destroy.

RECORDS MANAGEMENT MANUAL

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

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FEDERAL ACTIVITIES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	<p><del>c. <u>Special Projects File.</u> Includes records related to special projects conducted or coordinated by Federal agency liaison staff. Projects include interagency task force activities, multiagency activities and reports, GAO reports, and other related project reports.</del></p>	<p><del>Retention: Retain 10 years.</del></p> <p><del>Disposition: Break file upon termination of projects. Keep in office for 2 years, then transfer to the FRC. Destroy when 10 years old.</del></p>
13	<p><u>Environmental Impact Statement/Negative Declarations Regulations and Policy Guidance File.</u> Includes records related to the development of regulations and policy guidance instructions for the preparation and review of environmental impact statements.</p> <p>a. <u>Regulations File.</u> Includes interim and final regulations and history on non-regulatory EIS, notice concerning voluntary EIS's on regulatory actions, and proposed and final regulations and history on new source NPDES permits.</p> <p>b. <u>Policy Guidance File.</u> Includes EIS policy guidance on all EIS areas, such as <del>historic preservation, wetlands policy, endangered species policy</del> EIS policy related to new environmental legislation, and new source NPDES permits.</p>	<p>Retention: Permanent.</p> <p>Disposition: Break file upon final publication in the Federal Register. Keep in office 5 years, then transfer to the FRC. Keep in the FRC for 20 years, then offer to the National Archives <b>in 25 year blocks.</b></p> <p>Retention: Permanent.</p> <p>Disposition: Break file every 2 years. Keep in office 2 years, then transfer to the FRC. Keep in the FRC for 5 years, then offer to the National Archives.</p>
14	<p><u>Environmental Legislation File.</u> Includes copies of the laws and other related records.</p> <p>a. <u>Legislation Affecting National Environmental Policy Act Compliance.</u> Includes reviews of proposed legislation affecting NEPA, statutes assigning responsibilities to EPA, and environmental requirements other than NEPA.</p> <p>b. <u>General Agency Policy.</u> Includes agency policies relating to NEPA, Executive Orders, and other related records.</p>	<p>Retention: Retain 2 years.</p> <p>Disposition. Keep in office for 2 years, then destroy.</p> <p>Retention: Retain 10 years.</p> <p>Disposition: Break file upon preparation of final statement. Keep in office 5 years, then transfer to the FRC. Destroy when 10 years old.</p>

RECORDS MANAGEMENT MANUAL

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

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FEDERAL ACTIVITIES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
<del>15</del>	<del>Executive Orders and OMB Circulars Review and Comments File. Includes EPA evaluations and comments on Executive Orders and comments originated or coordinated by other Federal agencies. Records consist of copies of the Orders and Circulars, internal memos and evaluation documents, and copies of Agency responses.</del>	<del>Retention: Retain 5 years. Disposition: Keep in office for 5 years, then destroy.</del>
16	Special Environmental Studies File. Includes records related to special environmental studies conducted or coordinated by the Federal Activities staff. Sample topics include endangered species, coastal zone management, flood plain management, and other environmental topics.	
	a. Final Reports.	Retention: Permanent Disposition: Break file upon termination of study. Keep in office 5 years, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.
	b. Study Workpapers. Includes work plans, technical reference documents, correspondence, memos, interim reports, and other records related to the management of the study project.	Retention: Retain 5 years. Disposition: Break file upon termination of study. Keep in office for 5 years, then destroy.
<del>17</del>	<del>Working Groups/Steering Committee Files. Includes Federal Activities staff review and input to proposed EPA environmental rules and regulations.</del>	
	a. Regulations Related to or Affecting Federal Activities Programs. Includes copy of regulations, internal comments, and other related records.	Retention: Retain 5 years. Disposition: Break file upon termination of committees or work groups. Keep in office 2 years, then transfer to the FRC. Destroy when 5 years old.
	b. Regulations Not Related to or Affecting Federal Activities Programs. Includes copy of regulations, internal comments, and other related records.	Retention: Retain 2 years. Disposition: Keep in office for 2 years, then destroy.
	c. Standing and Special Working Groups File. Includes records related to standing regulation development committees and work groups. Records consist of meeting notes, organizing charter, reports, and correspondence pertaining to policy matters.	Retention: Retain 5 years. Disposition: Review files in office annually. Keep inactive records in office 2 years, then transfer to the FRC. Destroy when 5 years old.

RECORDS MANAGEMENT MANUAL

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

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FEDERAL ACTIVITIES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
18	<p><u>Regional Liaison Files.</u> Includes records related to the Headquarters coordination of regional programs involving Federal Activities and facilities.</p> <p>a. <u>Regional Meetings File.</u> Includes Federal Activities regional meeting files. Records consist of records used to plan the meetings and trip reports.</p> <p><del>b. <u>Regional Program Plans.</u> Includes copies of program plans submitted annually by the EPA regional offices. Plans show program objectives, regional resources, and other management information. Used for reference.</del></p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file every year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p> <p><del><u>Retention:</u> Retain 6 years.</del></p> <p><del><u>Disposition:</u> Break file at end of year. Keep in office 6 years, then destroy.</del></p>
19	<p><del><u>Citizen/Congressional Correspondence Files.</u> Includes copies of controlled congressional and citizen inquiries and copies of replies. Also, includes non-controlled correspondence.</del></p>	<p><del><u>Retention:</u> Retain 3 years.</del></p> <p><del><u>Disposition:</u> Break file at end of each year. Keep in office for 3 years, then destroy.</del></p>

RECORDS MANAGEMENT MANUAL