

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-412-85-1
DATE RECEIVED	12-28-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	4-28-87 <i>James S. Bank</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
Off. of the Comptroller (Resource Systems 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 12/19/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i> Thomas Tasker	E. TITLE Agency Records Management Officer
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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
1 - 6	<p>The Resources Systems 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 Resources Systems Records Control Schedule.</p> <p>(The title of this Schedule has been changed from "Program Analysis Records" to "Resources Systems Records.")</p>	Appendix B Schedule 20	

115-107 4-28-87
Agency, NCF, NNF

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

RESOURCES SYSTEMS RECORDS

AGENCYWIDE

ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<p><u>Management Reviews.</u> Includes records used to conduct management reviews of administrative programs, i.e., personnel, finance, etc. Records consist of workplan, final report, and other related materials.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of review. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.</p>
2.	<p><u>President's Private Sector Survey on Cost Control (Grace Commission.)</u> Includes records used to identify PPSSCC recommendations, agreements reached between EPA, OMB, and White House on implementation of recommendations, and periodic status reports. Record consists of PPSSCC reports, work papers, status reports, and related materials.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file when action is complete. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.</p>
3.	<p><u>A-76.</u> Includes records used to document the Agency's implementation of A-76, "Performance of Commercial Activities." Records consist of Agency implementation procedures, including appeals procedures, inventory of in-house commercial activities, inventory of activities already contracted out, documentation for various A-76 reviews conducted, and related materials.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file when action is complete. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.</p>
4.	<p><u>Federal Managers' Financial Integrity Act (FMFIA).</u> Includes records used to document Agency's implementation of the FMFIA. Records consist of Agency directives, guidance materials provided to internal control coordinators, documentation of internal control objectives and techniques, status reports on conduct of internal control reviews and correction of reported material weaknesses, and related materials.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file when action is complete. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.</p>
5.	<p><u>Audit Resolution.</u> Includes records used to document Agency's audit resolution process. Records consist of Agency directives and guidance, special analyses and reports on the audit resolution process, status reports on unresolved audits by office, decisions of the Audit Resolution Board, and related materials.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file when audit resolution is completed. Keep in office 3 years, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
RESOURCES SYSTEMS RECORDS		AGENCYWIDE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<p><u>Program Management.</u> Includes records used in the internal management of the program. Records consist of program strategy records, correspondence, and reports related to program development and implementation, and other related materials.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 5 years, then destroy.</p>

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Resources Systems Records

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
5	5 Cubic Feet	2 Cubic Feet	Subject