

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  NC1-412-85-3	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-27-86 Date	<i>James S. Bunde</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  
Office of Regional Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Thomas Tasker

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 12/21/84	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 - 9	<p>Regional Operations 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>The title of this Schedule has been changed from "Office Of Regional and Intergovernmental Operation" to "Regional Operations Records."</p> <p>Attached is a copy of the revised Regional Operations Records Control Schedule.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Carmelita S. Ryan</i> 10/9/85 <i>Harold A. Walker</i> 10/9/85 NARA appraiser Date Agency representative Date</p>	Appendix C Schedule 2	

*7 items*

115-107  
copies sent to EPA <sup>NC</sup> NNF 1/30/86 CSR

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

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
REGIONAL OPERATIONS RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>Controlled and Major Correspondence of the Associate Administrator for Regional Operations.</u> Includes copies of controlled and major correspondence signed by the Associate Administrator. 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.	<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 10 years, then offer to the National Archives <i>in 5 year blocks.</i></p>
2.	<u>General Correspondence of the Associate Administrator for Regional Operations.</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 Development File.</u> Consists of records related to the development of Regional Operations policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office 3 years, then transfer to the FRC. Keep in FRC 20 years, then offer to the National Archives <i>in 5 year blocks.</i></p>
4.	<u>Program Management File.</u> Consists of records related to the management and administrative support of the Office of Regional Operations. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.	<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>
5.	<u>Speeches by Associate Administrator or Staff.</u> Speeches prepared for delivery at civic functions and professional conferences and meetings.	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after presentation: Keep in office 5 years, then transfer to the FRC. Keep in FRC 5 years, then offer to the National Archives <i>in 5 year blocks.</i></p> <p>b. <u>Information Copies.</u> Destroy when 1 year old or sooner if no longer needed.</p>

RECORDS MANAGEMENT MANUAL

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

SCHED. NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
REGIONAL OPERATIONS RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<u>Freedom of Information Response File.</u> Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.	<p><u>Retention:</u> Retain <del>3</del><sup>2</sup> years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year, <del>then transfer to the FRC.</del> Destroy when <del>3</del><sup>2</sup> years old.</p>
7.	<u>Regional Briefing Books.</u> Collections of reports prepared by various program management office used to brief the Administrator and Deputy Administrator when making site visits or otherwise reviewing the regional programs. Books contain regional profiles, or a series of fact sheets showing the status of regional programs and other general information concerning the regional organizational structure, resource allocations, and other documents showing key regional issues.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then transfer to the Federal Records Center. <del>Keep in FRC for 10 years, then offer to the National Archives.</del></p>
8.	<u>Regional Files.</u> Include files documenting the relationship between the EPA regional offices and Agency Headquarters offices. Records consist of general correspondence and reports with all regions, and correspondence and reports from the individual regional offices.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then transfer to the Federal Records Center. <del>Keep in FRC for 10 years, then offer to the National Archives.</del></p>
9.	<u>EPA Programs Correspondence File.</u> Includes copies of correspondence, reports, and other records received from various Headquarters organizational components. Used for reference purposes. Separate folders for each major organizational Component.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 2 additional years, then transfer to the Federal Records Center. <del>Keep in FRC for 3 years, then destroy.</del></p>

RECORDS MANAGEMENT MANUAL

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

Title Of Schedule: Regional Operations Records

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
1	½ Cubic Feet	¼ Cubic Feet	Subject
3	2 Cubic Feet	1 Cubic Feet	Subject
5	½ Cubic Feet	¼ Cubic Feet	Chronological