

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 Intergovernmental Liaison

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker
Thomas Tasker

5. TEL. EXT.

382-5911

LEAVE BLANK

JOB NO

NCl-412-85-4

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-22-86 *James S. Burke*
Date 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 4 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 <i>12/18/84</i>	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 - 12	<p>The Office of Intergovernmental Liaison 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 Operations" to "Intergovernmental Liaison Records."</p> <p>Attached is a copy of the revised Intergovernmental Liaison Records Control Schedule.</p>	Appendix C Schedule 2	

13 items

1-7-87 EPA, NCF, NNF

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
INTERGOVERNMENTAL LIAISON 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 Intergovernmental Liaison.</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.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year, then transfer to the FRC. Keep in FRC for 10 years, then offer to National Archives in 10 year blocks.</p>
2.	<u>General Correspondence of the Director, Office of Intergovernmental Liaison.</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 FRC. Destroy when 5 years old.</p>
3.	<u>Program Development File.</u> Consists of records related to the development of Intergovernmental Liaison 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 for 20 years, then offer to the National Archives in 20 year blocks.</p>
4.	<u>Program Management File.</u> Consists of records related to the management and administrative support of the Office of Intergovernmental Liaison. 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 Office Director 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 year, then transfer to the FRC. Keep in FRC 5 years, then transfer to the National Archives in 10 year blocks.</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
INTERGOVERNMENTAL LIAISON 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.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year. Destroy when 2 years old.
7.	<u>Public Interest Groups File.</u> Includes correspondence, report, and other records related to EPA's dealings with public interest groups, such as the National Governors Conference, the National League of Cities, the International City Management Association, the Council of State Governments, and other groups.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office 1 additional year, then transfer to the FRC. Destroy when 5 years old.
8.	<u>EPA Program 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.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office 1 additional year, then transfer to the FRC. Destroy when 5 years old.
9.	<u>Environmental Programs Reference File.</u> Includes copies of correspondence, reports and other materials used for reference to the environmental programs operated by EPA. Typical folders include Construction Grants, Oxidants, Toxic Substances, Technology Transfer, and other topical	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office 1 additional year, then transfer to the FRC. Destroy when 5 years old.
10.	<u>Other Government Agencies File.</u> Include correspondence, reports, and other records relating to Federal, State, and local government agencies. Folders include agencies such as EPA, OMB, Interior, and other environmentally related agencies.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office 1 additional year, then transfer to the FRC. Destroy when 5 years old.
11.	<u>Environmental Legislation and Regulations File.</u> Includes reference copies of proposed and enacted environmental legislation, and copies of proposed and final standards, regulations, and guidelines effecting the laws. Records consist of copies of the bills and acts, work group records, copies of the rules, and related correspondence.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office 1 additional year, then transfer to the FRC. Destroy when 5 years old.

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INTERGOVERNMENTAL LIAISON RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
12	Committees and Conferences File. Includes records related to ORIO staff member participation on committees and at conferences. Records consist of copies of minutes, agenda copies of papers presented, and related correspondence.	Retention: Retain 5 years. Disposition: Break file at end of year. Keep in office 1 additional year, then transfer to the FRC. Destroy when 5 years old.

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Revised Item Numbers compared to Previous Item Numbers, Schedule Number, and NARS Job Number)

Title of Schedule: Intergovernmental Liaison Records
Formerly: Regional & Intergovernmental Operations Records

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
1. (new)		C-2	412-78-2
2. (new)			
3. (new)			
4.	1		
5. (new)			
6. (new)			
7.	2		
8.	5		
9.	6		
10.	7		
11.	8		
12.	9		

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

Title Of Schedule: Intergovernmental Liaison Records

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