

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCL-412-85-19	DATE RECEIVED 3-14-85
1 FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Regional Administrator And Staff Offices		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Harold Webster Thomas Tasker	5 TELEPHONE EXT 382-5912 382-5911	DATE 12-8-86	ARCHIVIST OF THE UNITED STATES <i>James H. Burke</i>
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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 3/12/85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i> Thomas Tasker	D TITLE Agency Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1 - 15	The Regional Administrator And Staff Offices 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. Attached is a copy of the revised Regional Administrator And Staff Offices Records Control Schedule.	Appendix D Schedule 1	

9 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

REGIONAL ADMINISTRATOR AND STAFF OFFICES

COVERAGE OF SCHEDULE

REGIONAL OFFICES

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

- 1.
- 2.
- 3.
- 4.
- 5.

Regional Administrator's Program Development File. Contains information related to the development of regional environmental programs and policies. Records consist of reports on regional environmental projects, surveys, special studies, position papers, legislation, enforcement actions, and other program documents related to water, air, pesticide, toxic, and hazardous materials, enforcement, and environmental services programs. Records used by Regional Administrator in policy evaluation and program planning.

Regional Administrator's Correspondence File. Contains copies of all program documents that the Regional Administrator is required to sign and approve. File arranged by program division, then chronologically. Also includes copies of correspondence originated by the Regional Administrator himself.

Regional Administrator and Deputy Administrator's Program Management File. Contains information used in the internal administration and management of the regional environmental programs. Records consist of internal budget documents, personnel planning records, program reports and statistics, delegations of authority, and other related records.

Continuing Environmental Program Support Agreements Administered by Regional Offices. Agreements administered by Regional Offices.

Public Affairs News Releases File. Contains copies of all news releases from the regional office.

Retention: Permanent.

Disposition: Break file at end of year. Keep in office for 3 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the Regional Archives.

Retention: Retain 5 years.

Disposition: Break file at end of each year. Keep in office current plus 1 additional year, then transfer to the FRC. Destroy when 5 years old.

Retention: Retain 10 years.

Disposition: Break file at end of year. Keep in office 2 years, then transfer to the FRC. Destroy when 10 years old.

Retention: Retain 4 years.

Disposition: Break file immediately after close-out of the agreements, then transfer to the FRC. Destroy when 4 years old.

Retention: Permanent.

Disposition: Break file at end of each year. Keep in office 3 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the Regional Archives.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
REGIONAL ADMINISTRATOR AND STAFF OFFICES		REGIONAL OFFICES
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	Public Affairs Program Reference File. Contains records used in the public information activities of the regional office. Records consist of biographical information on EPA officials, documents on program activities sent from the program divisions, reports on major program and policy developments, and other records used in formulating news releases.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of each year. Keep in office 3 years, then destroy.
7.	<u>Congressional Inquiries File.</u> Contains copies of congressional correspondence received and referred to the program offices for reply. Includes copies of response.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of Congressional session. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
8.	Regional Program Planning File. Contains records used in organizational planning and management studies and surveys related to the regional office. Records consist of management surveys, organizational and functional statements, programs planning monthly and quarterly status reports, resources management surveys and reports, and other related records.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of each year. Keep in office 3 years, then destroy.
9.	<u>Environmental Impact Statement Preparation File.</u> Contains information related to the in-house preparation of environmental impact statements by the regional office staff. Also, includes those statements prepared by consultants for EPA. Records consist of manuscript drafts of statements, notices of intent, correspondence with citizens groups, news clips, comments on the draft made by all interested parties, transmittal letters, manuscript for final statement, and comments on final statement. May also include copies of environmental assessments, special studies, and other supplementary material created in the course of statement preparation.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file upon preparation of final statement and record of decision. Keep in office 4 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the Regional Archives.
10.	Environmental Impact Statement Coordination File. Contains documents used in review and coordination of regional office comments on projects that may impact on the environment. Project categories include transportation, urban renewal, water resources, energy development, and Federal land use plans. Includes copies of printed draft statement and printed final and correspondence. May also include news clips or other materials relating to the environmental impact statements.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file upon preparation of final statement. Keep in office 5 years or until completion of project, whichever is earlier, then transfer to the FRC. Keep in FRC for 20 years, then offer to the Regional Archives.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE	COVERAGE OF SCHEDULE
REGIONAL ADMINISTRATOR AND STAFF OFFICES	REGIONAL OFFICES

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
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11.	<u>Section X/404 Public Notices File.</u> Contains information concerning the potential environmental impact of proposed projects. Projects involve disposal of fill material or dredged material into the waters of the U.S. as well as dredging and structure done in water declared navigable by Corps of Engineers. Records consist of a copy of Notice, a description of the project plans, EPA evaluation on the environmental impact of the proposed project, and EPA comments, recommendation, or denial of the project.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon completion of review and comments. Keep in office for 5 years, then destroy.</p>
12.	<u>Federal Facilities Monitoring File.</u> Contains information used to monitor the environmental controls in use at installations and facilities operated by the Federal Government, including military installations. Monitoring includes both air and water program areas. Records consist of correspondence with the facilities, survey reports showing inventory of pollution control equipment in use at the facilities, nature and location of pollution discharge, and other factors.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file each year. Keep in office 5 years, then destroy.</p>
13.	<u>Federal Facilities NPDES Permit Working File.</u> Contains information used in granting permits to Federal facilities permitting them to discharge pollutants into the water. Permits issued under the National Pollution Discharge Elimination System (NPDES). Records consist of permit application, correspondence with Corps of Engineers and applicant, copy of public notice, summary report and permit copy.	<p><u>Retention:</u> Destroy upon expiration and re-issuance of permit.</p> <p><u>Disposition:</u> Break file upon issuance of permit. Keep in office until expiration of permit, then destroy.</p>
14.	<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 2 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year. Destroy when 2 years old.</p>
15.	<u>Speeches by Regional Administrator, Deputy Regional 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>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

REGIONAL ADMINISTRATOR AND STAFF OFFICES

COVERAGE OF SCHEDULE

REGIONAL OFFICES

ITEM
NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

Disposition:

a. Record Copy. Break file after presentation. Keep in office 5 years, then transfer to the FRC. Keep in FRC for 5 years, then offer to the National Archives when 10 years old.

b. Information Copies. Destroy when 1 year old or sooner if no longer needed.

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

Title Of Schedule: Regional Administrator And Staff Offices

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
9.	20	5	Subject
15.	$\frac{1}{4}$	$\frac{1}{4}$	Chronological

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

Title Of Schedule: Regional Administrator And Staff Offices

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
1.	1.	D-1	NCI-412-76-1
2.	2.		
3.	3.		
4. (New)			
5.	7.		
6.	8.		
7.	9.		
8.	10.		
9.	11.		
10.	12.		
11.	13.		
12.	14.		
13.	15.		
14. (New)			
15. (New)			