

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NC1-412-85-26	DATE RECEIVED 7-10-85
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Facilities And Support Services Division		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Thomas Tasker Harold Webster	5. TELEPHONE EXT. 382-5911 382-5912	DATE 12/16/86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Banks</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 25 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 7/1/85	C. SIGNATURE OF AGENCY REPRESENTATIVE Thomas Tasker <i>Thomas Tasker</i>	D. TITLE Agency Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
See Atch Schedule	<p>Facilities And Support Services 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 revised Facilities And Support Services Records Control Schedule is a consolidation of the following former Records Control Schedules;</p> <ul style="list-style-type: none"> <li>Emergency Preparedness Records (B-3)</li> <li>Security And Inspection Records (B-7)</li> <li>Property Records (B-8)</li> <li>Motor Vehicle Records (B-9)</li> <li>Transportation Records (B-10)</li> <li>Communications Records (B-11)</li> <li>Printing Records (B-12)</li> <li>Space And Maintenance Records (B-15)</li> </ul> <p>Attached is a copy of the revised Facilities And Support Services Records Control Schedule.</p>	<p>Appendix B Schedules</p> <p>3 7 8 9 10 11 12 15</p>	

*(22 items)*

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

SCHED. NO.

TITLE OF SCHEDULE <b>FACILITIES AND SUPPORT SERVICES RECORDS</b>	COVERAGE OF SCHEDULE <b>AGENCYWIDE</b>	
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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
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**I. GENERAL**

1. General Correspondence - Facilities and Support Services Division (Director/Branch Chiefs). General subject files containing correspondence, memoranda, reports, and other records relating to policies and activities of the Facilities and Support Services Division.
  
2. Program Management File. Consists of records related to the management and administrative support of each unit of the Facilities and Support Services Division. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.
  
3. Freedom of Information Response File. Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any inter-agency memoranda, concerning the request. Note: this file does not contain the Program's official record of information being requested.
  
4. Contracts/Interagency Agreements. Contains documentation relating to the formulation, award, and changes in contracts or interagency agreements for studies and support services. Records consist of procurement requests, proposals, justification statements, task orders, bid evaluations, award notices, copies of invoices, reports of payment, progress reports.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office 3 years, then destroy.

  

Retention: Retain 5 years.

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

  

Retention: Retain 2 years.

Disposition: Break file at end of year. Keep in office current plus 1 additional year, then destroy when 2 years old.

  

Retention: Retain 6 years.

Disposition: Break file upon completion of project. Keep in office 1 year, then transfer to the FRC. Destroy when 6 years old.

RECORDS MANAGEMENT MANUAL

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

SCHED. NO

TITLE OF SCHEDULE

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**II. EMERGENCY PREPAREDNESS RECORDS**

1. Emergency Preparedness Program. These files contain plans and directives for the continued operation of EPA in war-time or national disaster, include correspondence, reports and instructions, charts and plans used in defense mobilization planning, evacuation shelters, emergency relocation and the vital records protection program.

Retention: Permanent.

Disposition: Break file when plans have been superseded) or canceled. Keep in office 1 additional year after complying with criteria of Federal Emergency Management Agency (FEMA) for any material having a security classification. When the criteria has been complied with, then transfer to the Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.

2. Program Management File. Correspondence files of administration and operation of the emergency preparedness planning program.

Retention: Retain 2 years.

Disposition: Break file at end of year. Keep in office for 2 years, then destroy. Material must be destroyed in accordance with security regulations.

3. Emergency Plan Test Reports File.

a. Official Reports. Reports of operations tests consisting of documents which reflect consolidated or comprehensive reports reflecting Agencywide results of tests conducted under emergency plans.

Retention: Permanent

Disposition: Break file when report is completed. Keep in office 2 years, then transfer to the Federal Records Center. Offer to National Archives when 15 years old in 10 year blocks.

b. Working/Supporting Documents. Contain working papers accumulated from tests conducted under emergency plans, such as instructions to members participating in tests, staffing assignments, messages, tests of communications and facilities, and retained copies of reports.

Retention: Retain 2 years.

Disposition: Break file when report is completed. Keep in office for 2 years, then destroy.

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<b>III. SECURITY RECORDS</b>		
1.	<u>Receipt of classified Documents.</u> Records relating to the receipt and use of classified documents.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> <del>Break file at end of year.</del> Keep in office for 2 years, then destroy.
2.	<u>Destruction of Classified Documents.</u> Records relating to the destruction of classified documents.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of year. Keep in office for 2 years, then destroy.
3.	<u>Classified Document Inventory.</u> Files consisting of forms, ledgers, or registers used to show identity, internal routing and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> <del>Break file at end of year.</del> Keep in office for 2 years, then destroy.
4.	<u>Security Classified Accounting and Control Files.</u> a. Registers maintained at control points to indicate accountability over security classified documents, reflecting the receipt, dispatch, or destruction of the documents. b. Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intraoffice routing, and comparable data.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file after document is downgraded, transferred or destroyed. Keep in office for 2 years, then destroy. <u>Retention:</u> Destroy. <u>Disposition:</u> Break file when related document is downgraded, transferred, or destroyed, then destroy.
5.	<u>Access Files.</u> Records consisting of requests and authorizations for individuals to have access to classified files.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> <del>Break file after authorization expires.</del> Keep in office for 2 years, then destroy.

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**III. SECURITY RECORDS**

6. Security Storage Equipment. Files consist of forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document container.

Retention: Destroy.

Disposition: Break file when superseded by a new form or list, or upon turning in of containers, then destroy.

7. Surveys of Facilities Files.

a. Documents relating to surveys of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken to safeguard information and facilities against sabotage and unauthorized access.

Retention: Retain 3 years.

Disposition: Break file after survey is completed. Keep in office 3 years, then destroy.

b. Documents relating to security surveys of privately owned facilities assigned security cognizance by EPA, and related papers.

Retention: Retain 3 years.

Disposition: Break file after survey is completed. Keep in office for 3 years, then destroy.

8. Fire, Explosion, and Accident Investigative Files. Case files, including all papers relating to the investigations of fires, explosions, and accidents.

Retention: Retain 2 years.

Disposition: Break file after completion of investigation. Keep in office for 2 years, then destroy.

9. Property Pass Files. Authorization for the removal of property or materials from EPA.

Retention: Retain 1 year.

Disposition: Break file after expiration or revocation. Keep in office for 1 year, then destroy.

10. Guard Assignments and Strength Files.

a. Ledger records.

Retention: Retain 3 years.

Disposition: Break file after final entry. Keep in office for 3 years, then destroy.

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**III. SECURITY RECORDS**

Files Relating to the Exercise of Police Functions.

a. Ledger record of arrest, cars ticketed, and outside police contacts.

Retention: Retain 3 years.

Disposition: Break file after final entry. Keep in office for 3 years, then destroy.

b. Reports, statements of witnesses, warning notices, and other case papers relating to arrests and traffic violations.

Retention: Retain 2 years.

Disposition: Break file at end of year. Keep in office for 2 years, then destroy.

12. Accountability for Personal Property Lost or Stolen.

a. Ledger Files.

Retention: Retain 3 years.

Disposition: Break file after final entry. Keep in office for 3 years, then destroy.

b. Reports, loss statements, receipts and other papers relating to lost and found articles.

Retention: Retain 1 year.

Disposition: Break file at end of year. Keep in office for 1 year, then destroy.

13. Accountability Records for Keys. Records of keys issued.

Retention: Retain 6 months.

Disposition: Break file after turn-in of key. Keep in office for 6 months, then destroy.

14. Visitors Registers. Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.

Retention: Retain 1 year.

Disposition: Break file at end of year. Keep in office for 1 year, then destroy.

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**III. SECURITY RECORDS**

**15. Guard Force Facility Check Files.**

a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files or Agency security offices covered by item 21 of this schedule).

Retention: Retain 1 year.

Disposition: Break file at end of year. Keep in office for 1 year, then destroy.

b. Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in the files defined in item 21 of this schedule.

Retention: Destroy.

Disposition: Break file at end of month, then destroy.

**16. Guard Service Control Files.**

a. Control center key or code records, emergency call records, and building record and employee identification cards.

Retention: Destroy.

Disposition: Break file when material is superseded or obsolete, then destroy.

b. Round reports, service reports on interruptions and test and punch clock dial sheets.

Retention: Retain 1 year.

Disposition: Break file at end of year. Keep in office for 1 year, then destroy.

c. Automatic machine patrol charts and registers of patrol and alarm services.

Retention: Retain 1 year.

Disposition: Break file at end of year. Keep in office for 1 year, then destroy.

**17. Security Violation Files. Case files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in Official Personnel Folders.**

Retention: Retain 2 years.

Disposition: Break file after completion of final corrective or disciplinary action. Keep in office for 2 years, then destroy.

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**III. SECURITY RECORDS**

18. Security Violation Files (Felonies). Case files ~~relating to investigations of alleged security violations of a sufficiently serious nature to be~~ classed as felonies.

Retention: Retain 20 years.

Disposition: Break file after date of last action. Keep in office for 5 years, then transfer to the Federal Records Center. Keep in FRC 15 years, then destroy.

19. EPA Classification and Declassification Committee File. Committee was appointed by the Administrator to implement Executive Order 11652 and the National Security Council Directive of May 17, 1972. The file includes security classification appeals and reviews, as well as complaints or suggestions concerning the EPA Security Classification Program. Note: This Committee is no longer active.

Retention: Retain 10 years.

Disposition: Break file when committee is superseded or canceled. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.

20. Interagency Classification Review Committee. Records include correspondence and reports classifying or declassifying EPA security classified records. Note: This Committee is no longer active.

Retention: Retain 10 years.

Disposition: Break file when committee is superseded or canceled. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.

21. Security Education: Records relating to security briefings that are presented to EPA employees.

a. Security Briefings

Retention: See disposition

Disposition: Keep in the office and destroy when the briefing is superseded or no long needed.

b. Rosters of Security Briefings

Retention: Retain 1 year.

Disposition: Break file at the end of the calender year. Keep in office 1 year, then destroy.

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**III. SECURITY RECORDS**

22. Security Inspection/Survey File. Document relating to surveys and inspections completed on EPA offices and facilities.

a. Surveys

Retention: Retain 3 years.

Disposition: Break file after completion of next comparable survey. Keep in office 3 years, then destroy.

b. Inspections

Retention: Retain 3 years.

Disposition: Break file after completion of next comparable inspection. Keep in office 3 years, then destroy.

c. Night Security Checks

Retention: Retain 1 year.

Disposition: Break file 1 year after completion of the check. Keep in office for 1 year, then destroy.

23. Guard Service. Records relating to contracts and performance of contract security guards.

a. Contracts

Retention: Retain 2 years.

Disposition: Break file after completion of the contract. Keep in office for 2 years, then destroy.

b. General Correspondence

Retention: Retain 2 years.

Disposition: Break file when no longer applicable. Keep in office for 2 years, then destroy.

c. Nonperformance of Assigned Duties

Retention: 1 year.

Disposition: Break file after completion of the contract. Keep in office for 1 year, then destroy.

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**III. SECURITY RECORDS**

**d. Post Orders**

Retention: 1 year.

Disposition: Break file as a Post Order is superseded or discontinuance of the post. Keep in office for 1 year, then destroy.

**e. Special Orders**

Retention: 6 months.

Disposition: Break file upon termination of the Special Order. Keep in file for 6 months, then destroy.

24. Security Container Information: Records showing the location and combinations of security containers.

Retention: See disposition below.

Disposition: Keep in the office and destroy when the security container is moved or take out of service.

**a. Location of Security Containers.**

**b. Security Container Combinations.**

Retention: See disposition below.

Disposition: Keep in office and destroy when the security container combination is changed or when the container is taken out of service.

25. Identification Credentials. Includes cards, badges, parking permits, photographs, agency permits to operate vehicles, and property.

Retention: Retain 3 months.

Disposition: Break file after credentials are returned to issuing office. Keep in office for 3 months, then destroy.

26. Classified or Classifiable Information Nondisclosure Agreements. Copies of nondisclosure agreements such as SF 189, Classified Information Nondisclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order 12356. These forms should be maintained separately from personnel security clearance files.

Retention: Retain 50 years.

Disposition: Keep in office 50 years from date of Agreements, then destroy.

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<b>IV. <u>PROPERTY RECORDS</u></b>		
1.	<u>Surplus Personal Property Case Files.</u> Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those turned over to receiver).	
	a. Transactions of \$10,000 or less.	<u>Retention:</u> Retain 3 years after final payment. <u>Disposition:</u> Break file after final payment. Keep in office for 3 years, then destroy.
	b. Transactions of more than \$10,000.	<u>Retention:</u> Retain 6 years after final payment. <u>Disposition:</u> Break file after final payment. Keep in office for 2 years, then transfer to the Federal Record Center. Destroy when 6 years old.
2.	<u>Excess Personal Property Reports.</u> Copies of reports to GSA regarding excess personal property.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file 1 year after completion of report. Keep in office for 3 years, then destroy.
	<u>Property Records (Voucher Register).</u> Mechanized register reflecting property items having activity during period covered by the register. This register is an audit trail and includes transactions such as the following: transactions establishing new items, receiving reports, issues, inventory adjustments, etc.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 3 years, then destroy.
4.	<u>Maintenance Files.</u> Documents showing maintenance performed and required facility operations.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file after completion of project. Keep in office for 3 years then destroy.

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**IV. PROPERTY RECORDS**

5. **Facility Logs.** Logs showing operations of facilities, including temperature, humidity, pressure, and other such readings.

Retention: Retain 2 years.

Disposition: Break file after 1 year. Keep in office for 2 years, then destroy.

6. **Repair Requests.** Requests for repairs and orders, including correspondence, drawings, work sheets, and all related material.

Retention: Retain 3 years.

Disposition: Break file when obsolete or upon completion of repairs. Keep in office for 3 years, then destroy.

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<b>V. MOTOR VEHICLE RECORDS</b>		
1.	<u>Motor Vehicle Operating and Maintenance Records.</u>	<u>Retention:</u> Retain 3 months <u>Disposition:</u> Break file after 3 months, then destroy.
	a. <u>Operating Records</u>	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.
	b. <u>Maintenance Records.</u>	
2.	<u>Motor Vehicle Ledger.</u> Motor vehicle ledger and work sheets providing cost and expense data.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file after discontinuance of ledger or date of work sheet. Keep in office for 3 years, then destroy.
3.	<u>Motor Vehicles Reports.</u> Report on motor vehicles (other than accident, operating, and maintenance reports).	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file after report is completed. Keep in office for 3 years, then destroy.
4.	<u>Motor Vehicle Accidents.</u> Records relating to motor vehicle accidents, maintained by transportation unit.	<u>Retention:</u> Retain 6 years. <u>Disposition:</u> Break file after case is closed. Keep in office for 6 years, then destroy.
5.	<u>Vehicle Release Files.</u> File includes certificates of release, copies of title papers, and related correspondence and sales papers.	<u>Retention:</u> Retain 4 years. <u>Disposition:</u> Break file after vehicle leaves Agency custody. Keep in office for 4 year then destroy.
6.	<u>Leased Vehicles from GSA.</u> Case files on vehicles leased from GSA, including EPA copy of GSA 1152, regarding service to vehicle by other than GSA, services and inspection work orders, and motor vehicle use records.	<u>Retention:</u> Retain 4 years. <u>Disposition:</u> Break file after vehicle is returned to GSA. Keep in office for 4 years, then destroy.

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**V. MOTOR VEHICLES RECORDS**

7.	<del>Operation of Government-owned Vehicles. Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.</del>	<del>Retention: Retain 3 years. Disposition: Break file after separation of employee or recession to operate Government-owned vehicle. Keep in office for 3 years, then destroy.</del>
8.	<del>Vehicle Daily Utilization Files. Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle.</del>	<del>Retention: Retain 3 months. Disposition: Destroy 3 months after information is included in monthly motor vehicle reports.</del>

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<b>VI. TRANSPORTATION RECORDS</b>		
1.	<u>Freight Records.</u> Consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage, demurrage reports, parcel post shipments, and all supporting documents, including files relating to the shipment of household effects.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 3 years, then destroy.
	a. <u>Issuing Office Memorandum Copy.</u>	<u>Retention:</u> Retain 6 years. <u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then transfer to Federal Records Center. Destroy when 6 years old.
	b. <u>Records of International Shipments.</u>	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.
	c. <u>Other Copies.</u>	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 3 years, then destroy.
2.	<u>Damaged or Improper Shipment.</u> Reports and Records of shipments received from contractors and the following other Government agencies in damaged or otherwise unsatisfactory condition because of deficiencies in preservation, packaging, marking, loading, storage, or handling.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 2 years, then destroy.
3.	<u>Prepaid Outbound Salvage Bill of Lading Files.</u> Includes documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight for shipment.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 2 years, then destroy.
4.	<u>Prepaid Inbound Bill of Lading Files.</u> Includes documents relating to inbound shipments where freight charges are prepaid by the shipper; receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents and related correspondence.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 2 years, then destroy.

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**VI. TRANSPORTATION RECORDS**

5. Reduced Rates and/or Tariffs. Documents relating to solicited or unsolicited tenders of reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight.

Retention: Retain 1 year.

Disposition: Break file when rates or tariff are superseded or rescinded. Keep in office for 1 year, then destroy.

6. Negotiations on Rates, Freight Classifications, etc. Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters.

Retention: Retain 3 years.

Disposition: Break file when rate is superseded, obsolete, or no longer required. Keep in office for 3 years, then destroy.

7. Studies of Transportation Modes and Methods. Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.

Retention: Retain 1 year.

Disposition: Break file when report or step is completed. Keep in office for 1 year, then destroy.

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SCHED. NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

FACILITIES AND SUPPORT SERVICES RECORDS

AGENCYWIDE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

**VII. COMMUNICATIONS RECORDS**

1. Communication Program Files. Documents providing guidance for the development of the communications segment.

Retention: Retain 3 years.

Disposition: Break file when no longer needed. Keep in office for 3 years, then destroy.

2. Correspondence and Report Files. Correspondence and report files of the unit responsible for the communication function.

Retention: Retain 2 years.

Disposition: Break file at end of 1 year. Keep in office for 2 years, then destroy.

3. Wire and Wireless Message Files.

a. Copies of incoming and outgoing wire and wireless messages and all related records.

Retention: Retain 6 months.

Disposition: Break file after 6 months and destroy.

b. Teleautograph and teletypewriter tapes.

Retention: Destroy after message is dispatched.

c. Original copies of outgoing messages retained by the communications unit.

Disposition: See Retention above.

(1) Authorization copy not duplicated elsewhere showing time of dispatch.

Retention: Retain 2 years.

Disposition: Break file at end of 1 year. Keep in office for 2 years, then destroy.

(2) Authorization copy duplicated elsewhere and showing time of dispatch.

Retention: Retain 6 months.

Disposition: Break file after 6 months then destroy.

(3) Message log.

Retention: Retain 2 years.

Disposition: Break file after 6 months. Keep in office for 2 years, then destroy.

RECORDS MANAGEMENT MANUAL

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

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FACILITIES AND SUPPORT SERVICES RECORDS		AGENCYWIDE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
<b>VII. COMMUNICATIONS RECORDS</b>		
4.	<u>Messenger Service.</u> Messenger service records including <del>daily log, assignment records and instructions,</del> delivery receipts, route schedules, and related and similar records.	<u>Retention:</u> Retain 2 months. <u>Disposition:</u> Break file after 2 months, then destroy.
5.	<u>Registered and Insured Mail Files.</u> a. Record of received or dispatched registered mail pouches.  b. Receipt for incoming and insured mail.  c. Record of incoming and outgoing registered and insured mail.  d. Return receipts for registered, insured, and special delivery mail.	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.  <u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.  <u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.  <u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at end of 1 year. Keep in office for 1 year, then destroy.
6.	<u>Statistical Reports.</u> Shows postage used on outgoing mail.	<u>Retention:</u> Retain 6 months. <u>Disposition:</u> Break file after report is completed. Keep in office for 6 months, then destroy.
7.	<u>Production Reports.</u> Shows mail handled and work performed.	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file after report is completed. Keep in office for 1 year, then destroy.
8.	<u>Record of Receipts.</u> Shows mail and packages received through the official mail and messenger service.	<u>Retention:</u> Retain 6 months. <u>Disposition:</u> Break file after 6 months, then destroy.

RECORDS MANAGEMENT MANUAL

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

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE	SCHED. NO.
FACILITIES AND SUPPORT SERVICES RECORDS		AGENCYWIDE	
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION	
	<b>VII. COMMUNICATIONS RECORDS</b>		
9.	<u>Report of Loss, Rifling, Delay, Wrong Delivery, or Other Improper Treatment of Mail.</u>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 1 year, then destroy.</p>	
10.	<u>Official Mail Reimbursement Reports.</u>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 2 years, then transfer to the FRC. Destroy when 6 years old.</p>	

RECORDS MANAGEMENT MANUAL

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

SCHED. NO

LE OF SCHEDULE

COVERAGE OF SCHEDULE

**FACILITIES AND SUPPORT SERVICES RECORDS**

**AGENCYWIDE**

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

**VIII. PRINTING RECORDS**

1. Requisitions on the Public Printer. Also includes all supporting papers. Current fiscal year plus previous 2 fiscal years.

Retention: Retain 3 years.

Disposition: Break file after completion or cancellation of requisition. Keep in office for 3 years, then destroy.

2. Job Records. Includes all related papers pertaining to printing, duplicating, and distribution jobs.

Retention: Retain 1 year.

a. Files pertaining to the accomplishment of the job, containing the requisition and all related papers.

Disposition: Break file after completion of job. Keep in office for 1 year, then destroy

b. Files pertaining to planning, standards, cost, and related technical matters.

Retention: Retain 3 years.

Disposition: Break file at end of 1 year. Keep in office for 3 years, then destroy.

3. Control Registers. Pertains to requisitions and work orders.

Retention: Retain 1 year.

Disposition: Break file after close of fiscal year in which compiled. Keep in office for 1 year, then destroy.

4. Reports to Congress.

a. Agency reports to the Joint Committee on Printing regarding operation of "Printing Plants," procurement of commercial printing and inventories of printing plant equipment.

Retention: Retain 3 years.

Disposition: Break file after completion of report. Keep in office for 3 years, then destroy.

b. Copies in subordinate units of the above reports and related work papers.

Retention: Retain 1 year.

Disposition: Break file after completion of report. Keep in office for 1 year, then destroy.

5. JCP Authorizations. Correspondence and authorizations by the Joint Committee on Printing and related papers.

RECORDS MANAGEMENT MANUAL

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

SCHED. NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FACILITIES AND SUPPORT SERVICES RECORDS		AGENCYWIDE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	<b>VIII. <u>PRINTING RECORDS</u></b>	
	<del>a. Establishment, relocation, and disestablishment of printing plants.</del>	<del>Retention: Retain 2 years after relocation disestablishment of printing plants. Disposition: Break file after relocation or disestablishment of printing plant. Keep in office for 2 years, then destroy.</del>
	<del>b. Acquisition, transfer, and disposal of equipment.</del>	<del>Retention: Retain 2 years. Disposition: Break file after disposal of equipment. Keep in office for 2 years, then destroy.</del>
6.	<u>Mailing or Distribution Lists.</u>	
	a. Correspondence, request forms, and other records relating to changes in mailing lists.	Retention: Retain 3 months. Disposition: Destroy 3 months after revision.
	b. Card lists.	Retention: Destroy when canceled or revised. Disposition: See Retention above.
	c. Plate or stencil mailing lists.	Retention: Destroy when canceled or revised. Disposition: See Retention Above.
7.	<u>Office Copying Equipment Files.</u>	
	a. Procurement requests, justifications, approvals, of disapprovals, whether purchase or rental equipment (includes equipment in printing, duplication, or reproduction facilities).	Retention: Retain 2 years. Disposition: Break file after acquisition of equipment or disapproval. Keep in office 2 years, then destroy.

RECORDS MANAGEMENT MANUAL

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

SCHED. NO

TITLE OF SCHEDULE

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FACILITIES AND SUPPORT SERVICES RECORDS

AGENCYWIDE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

**VIII. PRINTING RECORDS**

b. Monthly production records.

Retention: Retain current years plus 3 months.

Disposition: Destroy 3 months after inclusion of data in annual reports.

c. Production records or reports (other than daily), cost records (including repairs, maintenance, supplies, operating labor, depreciation) and studies.

Retention: Retain 5 years.

Disposition: Break file when machine is disposed of. Keep in office for 5 years, then destroy.

RECORDS MANAGEMENT MANUAL

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

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FACILITIES AND SUPPORT SERVICES RECORDS		AGENCYWIDE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
<b>IX. REAL ESTATE AND MANAGEMENT RECORDS</b>		
1.	<p><u>Space Management Files.</u> Records relating to the allocation, utilization and release of space under EPA control, and related reports to General Services Administration.</p> <p>a. Building plan files and related EPA records utilized in space planning, assignment, and adjustment.</p> <p>b. Other correspondence and reports to subordinate offices within EPA relating to Agency space holdings and requirements.</p> <p>(1) Agency reports to GSA regarding space occupied in "Metropolitan Washington" and outside the District of Columbia, and related papers.</p> <p>(2) Copies in subordinate reporting offices and related work paper.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete. Keep in office for 2 years, then destroy.</p> <p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 2 years, then destroy.</p> <p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after report is completed. Keep in office for 1 year, then destroy.</p>
2.	<p><u>Project Requests.</u> Documents relating to project requests, including approval, establishment or funds, schedules of accomplishments, progress, payments, and the finalization.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file after completion or disbanding of project. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years, then destroy.</p>

RECORDS MANAGEMENT MANUAL

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

SCHED. NO

TITLE OF SCHEDULE FACILITIES AND SUPPORT SERVICES RECORDS	COVERAGE OF SCHEDULE AGENCYWIDE	
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
<p><b>IX. REAL ESTATE AND MANAGEMENT RECORDS</b></p> <p><b>3. Real Property Records.</b></p> <p>a. Title papers documenting the acquisition of real property. Record include lease files, individual facility files, construction control files, building plans, and specifications, etc.</p> <p>(1) All records for property acquired other than abstract or certificate of title.</p> <p>(2) Abstract or certificate of title .</p> <p>b. Real property reports consisting of: real property reports to GSA; inventory reports of jurisdictional status of Federal areas within States; and report of EPA total facilities.</p> <p><b>4. Surplus Real Property Case Files.</b> Case files on disposal of surplus real property and related personal property.</p>	<p><u>Retention:</u> Retain 10 years after sale or release.</p> <p><u>Disposition:</u> Break file after sale or release by the Government of conditions, restrictions, mortgages, or other liens. Keep in office for 3 years, then send to FRC. Destroy when 10 years old.</p> <p><u>Retention:</u> See disposition below.</p> <p><u>Disposition:</u> Break file and transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p> <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file when information is no longer needed. Keep in office for 1 year, then transfer to the Federal Records Center. Destroy when 5 years old.</p> <p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon disposal of property. Keep in office for 3 years, then transfer to the Federal Records Center. Destroy when 10 years old.</p>	<p align="center" style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>RECORDS MANAGEMENT MANUAL</b></p>



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

SCHED. NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
FACILITIES AND SUPPORT SERVICES RECORDS		AGENCYWIDE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
<b>IX. REAL ESTATE AND MANAGEMENT RECORDS</b>		
5.	<u>Construction Project Reports.</u> Reports showing the preliminary design of proposed construction projects. Includes design criteria, trade-off studies and estimate of cost.  a. <u>Authorized Projects.</u>  b. <u>Unauthorized Projects.</u>	<u>Retention:</u> Retain 5 years.  <u>Disposition:</u> Break file after completion or disbanding of project. Keep in office for 5 years, then destroy.  <u>Retention:</u> Retain 4 years.  <u>Disposition:</u> Break file when no longer active. Destroy 4 years after date of last document.
6.	<u>Real Property Studies.</u> Studies relating to real property together with background showing inception, scope, and accomplishments.	<u>Retention:</u> Destroy.  <u>Disposition:</u> Break file when no longer needed, and then destroy.

RECORDS MANAGEMENT MANUAL

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

Title Of Schedule: Facilities And Support Services Records

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
<b>I - General Records</b>			
1 (New)	-		
2 (New)	-		
3 (New)	-		
4 (New)	-		
<b>II- Emergency Preparedness Records</b>		B-3	NCI-412-75-2
1	1		
2	2		
3	3+4		
<b>III- Security Records</b>		B-7	NCI-412-75-3
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		
13	13		
14	14		
15	15		
16	16		
17	20		
18	21		
19	22		
20	23		
21 (New)	-		
22 (New)	-		
23 (New)	-		
24 (New)	-		
25 (New)	7 (B-15)		
<b>IV- Property Records</b>		B-8/B-15	NCI-412-75-2
1	2 (B-8)		
2	4 (B-8)		
3	6 (B-8)		
4	4 (B-15)		
5	5 (B-15)		
6	6 (B-15)		
<b>V- Motor Vehicle Records</b>		B-9	NCI-412-2
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		

Transportation Records

1	1
2	2
3	3
4	4
5	5
6	6
7	7

B-10

NCI-412-75-2

VII- Communication Records

1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	11
11	12
12	17

B-11

NCI-412-75-2

VIII- Printing Records

1	1
2	2
3	3
4	4
5	5
6	6
7	7

B-12

NCI-412-75-3

IX- Real Estate & Managements Rcds

1	1 (B-15)
2	3 (B-15)
3	5 (B-8)
4	4 (B-8)
5	2 (B-15)
6	1 (B-8)

B-15/B-8

NCI-412-81-1 (Withd)

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

Title Of Schedule: Facilities And Support Services Records

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
3.a. (II.) Emer. Prep. Rcds	1 Cubic Ft.	$\frac{1}{4}$ Cubic Ft.	Numerical