

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-412-77-04

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/07/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by N1-412-94-002 item 1, N1-412-94-003 item 1, N1-412-06-006 EPA Schedule 003, and N1-412-06-012.

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)

U. S. Environmental Protection Agency

2. MAJOR SUBDIVISION

Office of Planning and Management

3. MINOR SUBDIVISION Office of Resources Management, Program
Analysis Division

4. NAME OF PERSON WITH WHOM TO CONFER

David O. Stephens

5. TEL. EXT.

755-0830

LEAVE BLANK

JOB NO.

NC 1 412 77 04

DATE RECEIVED

30 Nov 1976

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-9-77
Date

James B. Rhoads
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 2 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

11/24/76

Harold R. Lucas

Chief, Administrative Management Branch

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

1-5

Item descriptions and retention periods for Program Analysis Records. Items 1-5 are attached.

6.5
Items

Desk to all ORC 5, NNA & Agency 3/11/77

APPENDIX B
RECORDS CONTROL SCHEDULES
GENERAL RECORDSTITLE
RECORDS MANAGEMENTPROGRAM ANALYSIS RECORDS

The records described below relate to the development and analysis of Agencywide planning and budgeting systems. The records document the development of the Agency budget, the control and monitoring of inter-agency and cooperative agreements, the execution of the zero-base budget, and other program planning and analysis functions. Note: The items in this schedule apply Agencywide.

Item	Name and Description of Records/File	Retention Period and Disposition
1.	<u>Interagency and Policy Agreements File.</u> Record copies of agreements with other Federal agencies providing for program assistance or support or other sharing of agency resources and services. Includes copy of agreement, commitment notice, transmittal, and justification and cost estimate. May also include scope of work, correspondence, and other supporting papers.	<u>Retention:</u> Retain 6 years after termination of agreements. <u>Disposition:</u> Break file upon termination of agreement. Keep in office of 1 year, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.
2.	<u>Zero Base Budget File.</u> Record copies of documents used to develop Agency budget estimates for submission to OMB and the Congress. Records consist of copies of decision unit documents showing program functions and outputs or other performance measurements, prioritization documents, comments by budget review teams, and copies of transmittal memos.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file upon completion of study. Keep in office for 5 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.

TN
ORIGINATOR:

PAGE NUMBER

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GENERAL RECORDS

MANUAL

RECORDS MANAGEMENT

Item	Name and Description of Records/File	Retention Period and Disposition
3.	<u>Special Studies and Surveys.</u> Includes copies of special studies or surveys completed by the program analysis staff. Studies concern resources utilization by various program elements of the Agency.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file upon completion of surveys or study. Keep in office for 5 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.
4.	<u>Program Planning and Budget Cycle Files.</u> Record copies of documents used to prepare the EPA budget and coordinate its development through the various phases of the budget cycle. Records consist of preview documents, budget formulation records, OMB budget submission and hearing documents, congressional justifications and hearing records, operating guidance and plan review and final approval, change request review, and mid-year and third quarter review documents.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of budget cycle. Keep in office 5 years, then destroy.
5.	<u>Program Management File.</u> Includes records used in the internal management of the program analysis function. Records consist of program strategy records, correspondence and reports related to program development and implementation, and other related materials.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then destroy.