

Request for Records Disposition Authority

Records Schedule Number: DAA-0412-2012-0005
Schedule Status: Appraiser Working Version
Agency or Establishment: Environmental Protection Agency
Record Group / Scheduling Group: Records of the Environmental Protection Agency
Records Schedule applies to: Agency-wide
Schedule Subject: Security
Internal agency concurrences will be provided: No

WITHDRAWN

Background Information: This schedule covers records relating to security management, including the physical protection of an organization's personnel, assets, and facilities

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2012-0005

Sequence Number	
1	Security
1 1	Classified information nondisclosure agreements if maintained separately from the official personnel folder (OPF) Disposition Authority Number DAA-0412-2012-0005-0001
1 2	Routine security tracking records Disposition Authority Number DAA-0412-2012-0005-0002
1 3	Investigative reports furnished by other investigative organizations Disposition Authority Number DAA-0412-2012-0005-0003
1 4	Facility security inspections Disposition Authority Number DAA-0412-2012-0005-0004
1 5	Other security records Disposition Authority Number DAA-0412-2012-0005-0005

Records Schedule Items

Sequence Number					
1	Security				
1 1	Classified information nondisclosure agreements if maintained separately from the official personnel folder (OPF)				
	Disposition Authority Number DAA-0412-2012-0005-0001				
	Final Disposition Temporary				
	Item Status Pending				
	Is this item media neutral? Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes				
	Do any of the records covered by this item exist as structured electronic data? No				
	<table border="1"> <thead> <tr> <th data-bbox="368 1042 941 1085">Manual Citation</th> <th data-bbox="941 1042 1511 1085">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1095 941 1149">EPA 1008 Item a</td> <td data-bbox="941 1095 1511 1149"></td> </tr> </tbody> </table>	Manual Citation	Manual Title	EPA 1008 Item a	
Manual Citation	Manual Title				
EPA 1008 Item a					
	GRS or Superseded Authority Citation GRS 18/25a				
	Disposition Instruction				
	Cutoff Instruction Close after form is accepted by the federal security signatory				
	Retention Period Destroy 70 year(s) after file closure				
	Additional Information				
	GAO Approval Not Required				
1 2	Routine security tracking records				
	Disposition Authority Number DAA-0412-2012-0005-0002				
	Includes, but is not limited to classified document access and containers (e.g., safes and cabinets) records, including receipt, issuance, routing, inventory, and destruction of classified documents, property passes authorizing removal of property or materials, guard force records such as facility checks, building and employee access records, round reports, patrol and alarm services, arms distribution, employee credentials such as cards, badges, parking permits, permits				

to operate motor vehicles, visitors' passes, and rosters showing security clearance status of individuals

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
EPA 1008 Item b	

- GRS or Superseded Authority Citation
- GRS 18/2
 - GRS 18/3
 - GRS 18/4
 - GRS 18/6
 - GRS 18/7a
 - GRS 18/7b
 - GRS 18/12
 - GRS 18/13a
 - GRS 18/18
 - GRS 18/19a
 - GRS 18/19b
 - GRS 18/19c
 - GRS 18/19d
 - GRS 11/4a
 - GRS 11/4b
 - GRS 18/23

Disposition Instruction

Cutoff Instruction Close when authorization or access expires or terminates, or when no longer needed for current Agency business

Retention Period Destroy 2 year(s) after file closure

Additional Information

GAO Approval Not Required

Investigative reports furnished by other investigative organizations

Disposition Authority Number **DAA-0412-2012-0005-0003**
 Final Disposition **Temporary**
 Item Status **Pending**
 Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
EPA 1008 Item c	

GRS or Superseded Authority Citation **GRS 18/22b**

Disposition Instruction

Cutoff Instruction **Close when case completed, or after final entry, or last action**

Retention Period **Destroy according to the investigating agency's instructions**

Additional Information

GAO Approval **Not Required**

Facility security inspections

Disposition Authority Number **DAA-0412-2012-0005-0004**

Includes, but is not limited to surveys and inspections of facilities conducted to ensure adequacy of protective and preventive measures and to safeguard information and facilities against sabotage and unauthorized entry, and facility risk assessments

Final Disposition **Temporary**

Item Status **Pending**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

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Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
EPA 1008 Item d	

GRS or Superseded Authority Citation **GRS 18/9
GRS 18/10**

Disposition Instruction

Cutoff Instruction **Close upon discontinuance of facility, or when security cognizance is terminated, whichever is sooner.**

Retention Period **Destroy 7 year(s) after file closure**

Additional Information

GAO Approval **Not Required**

Other security records

Disposition Authority Number **DAA-0412-2012-0005-0005**

Includes, but is not limited to personnel security clearance case files, including investigations of federal employees or applicants for federal employment, and other persons such as those performing work for EPA under contract; security violation case files of investigations of alleged violations of Executive Orders, laws, or Agency regulations for the safeguarding of national security information; records used to track Top Secret documents; security briefings and education, guard force assignments and strength; policy function records such as records of arrest, cars ticketed, outside police contacts, statements of witnesses, traffic violations; key and visitor control files; and access to confidential business information (CBI) by federal employees and contractors.

Final Disposition **Temporary**

Item Status **Pending**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title

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EPA 1008 Item e

GRS or Superseded Authority
Creation

GRS 18/5a
GRS 18/5b
GRS 18/13a
GRS 18/13b
GRS 18/14a
GRS 18/14b
GRS 18/14c
GRS 18/16a
GRS 18/16b
GRS 18/17a
GRS 18/17b
GRS 18/24a
GRS 18/24b
N1-412-07-1/14a
N1-412-07-1/14b
GRS 18/22a
GRS 18/22c

Disposition Instruction

Cutoff Instruction

Close when case completed, or after final entry or last action, or when no longer needed for current Agency business.

Retention Period

Destroy 5 year(s) after file closure.

Additional Information

GAO Approval

Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
07/09/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
08/10/2012	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/07/2012	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
09/10/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection