

Request for Records Disposition Authority

Records Schedule Number **DAA-0412-2012-0006**

Schedule Status **Approved**

Agency or Establishment **Environmental Protection Agency**

Record Group / Scheduling Group **Records of the Environmental Protection Agency**

Records Schedule applies to **Agency-wide**

Schedule Subject **Motor Vehicles and Personal Property**

Internal agency concurrences will
be provided **No**

Background Information **This schedule covers records relating to the acquisition and management of motor vehicles, equipment, and other personal property, including selection, lease, purchase or ownership agreements, maintenance agreements, licensing, and other requirements**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2012-0006

Sequence Number	
1	Motor Vehicles and Personal Property
1 1	Vehicle and equipment maintenance records Disposition Authority Number DAA-0412-2012-0006-0001
1 2	Other vehicle records Disposition Authority Number DAA-0412-2012-0006-0002
1 3	Surplus personal property records Disposition Authority Number DAA-0412-2012-0006-0003
1 4	Other personal property records Disposition Authority Number DAA-0412-2012-0006-0004

Records Schedule Items

Sequence Number						
1	Motor Vehicles and Personal Property					
1 1	Vehicle and equipment maintenance records					
	Disposition Authority Number	DAA-0412-2012-0006-0001				
	Includes, but is not limited to operation of and maintenance for motor vehicles, boats, generators, trailers, and miscellaneous accountable property such as grouters, geo-probes, forklifts, frontend loaders, and similar equipment, and gas and oil consumption, dispatching, scheduling, service, and repair					
	Final Disposition	Temporary				
	Item Status	Active				
	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>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>EPA 1009 Item c</td> <td></td> </tr> </tbody> </table>		Manual Citation	Manual Title	EPA 1009 Item c	
Manual Citation	Manual Title					
EPA 1009 Item c						
	GRS or Superseded Authority Citation	GRS 10/2a GRS 10/2b				
	Disposition Instruction					
	Cutoff Instruction	Close at end of calendar year, or after vehicle or equipment leaves EPA custody				
	Retention Period	Destroy 1 year(s) after file closure				
	Additional Information					
	GAO Approval	Not Required				
1 2	Other vehicle records					
	Disposition Authority Number	DAA-0412-2012-0006-0002				
	Includes, but is not limited to motor vehicle cost data, and individual employee use of government-owned vehicles (except accidents), including driver tests and authorization to use					

Final Disposition Temporary

Item Status Active

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 1009 Item d	

GRS or Superseded Authority Citation GRS 10/3
GRS 10/4
GRS 10/7

Disposition Instruction

Cutoff Instruction Close at end of calendar year, or after separation of employee

Retention Period Destroy 3 year(s) after file closure

Additional Information

GAO Approval Not Required

Surplus personal property records

Disposition Authority Number DAA-0412-2012-0006-0003

Includes, but is not limited to sales of surplus personal property, including invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence

Final Disposition Temporary

Item Status Active

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

13

14

Manual Citation	Manual Title
EPA 1009 Item e	

GRS or Superseded Authority Citation GRS 4/3a
GRS 4/3b

Disposition Instruction

Cutoff Instruction Close when final payment is made

Retention Period Destroy 6 year(s) after file closure

Additional Information

GAO Approval Not Required

Other personal property records

Disposition Authority Number DAA-0412-2012-0006-0004

Includes, but is not limited to personal property accountability such as property custodian records, property registers and inventories, reports of lost or stolen property, and excess personal property reports

Final Disposition Temporary

Item Status Active

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 1009 Item f	

GRS or Superseded Authority Citation GRS 18/15a
GRS 18/15b
GRS 4/2
N1-412-07-65/2

Disposition Instruction

Cutoff Instruction Close at end of calendar year, or after life of the equipment

Retention Period Destroy 3 year(s) after file closure

	<p>Additional Information</p> <p>GAO Approval Not Required</p>
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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
10/02/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
01/03/2013	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
01/07/2013	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
01/07/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
03/04/2013	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
03/07/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/07/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/11/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist