

Request for Records Disposition Authority

Records Schedule Number **DAA-0412-2012-0007**

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 **Travel**

Internal agency concurrences will be provided **No**

Background Information **This schedule covers records related to activities associated with planning, preparing, and monitoring business-related travel for EPA employees**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2012-0007

Sequence Number	
1	Travel
1 1	Travel records Disposition Authority Number DAA-0412-2012-0007-0001
1 2	Passport application records Disposition Authority Number DAA-0412-2012-0007-0002
1 3	Passports Disposition Authority Number DAA-0412-2012-0007-0003

Records Schedule Items

Sequence Number					
1	Travel				
1 1	Travel records				
	Disposition Authority Number DAA-0412-2012-0007-0001				
	Includes, but is not limited to travel authorizations and expenses, including original receipts, and international, third-party, and invitational travel plans and reports				
	Excludes Superfund site-specific travel records which are scheduled separately				
	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? Yes				
	<table border="1"> <tr> <th data-bbox="365 806 943 846">Manual Citation</th><th data-bbox="943 806 1506 846">Manual Title</th></tr> <tr> <td data-bbox="365 846 943 886">EPA 1010 Item a</td><td data-bbox="943 846 1506 886"></td></tr> </table>	Manual Citation	Manual Title	EPA 1010 Item a	
Manual Citation	Manual Title				
EPA 1010 Item a					
	GRS or Superseded Authority Citation N1-412-06-22b				
	N1-412-06-22e				
	N1-412-06-22f				
	N1-412-07-66/16				
	Disposition Instruction				
	Cutoff Instruction Close at end of fiscal or calendar year				
	Retention Period Destroy 6 year(s) and 3 month(s) after file closure				
	Additional Information				
	GAO Approval Not Required				
1 2	Passport application records				
	Disposition Authority Number DAA-0412-2012-0007-0002				
	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? Yes

Manual Citation	Manual Title
EPA 1010 Item b	

GRS or Superseded Authority Citation GRS 9/5a

Disposition Instruction

Cutoff Instruction Close when employee separates or transfers, or at end of calendar year, whichever is sooner

Retention Period Destroy 3 year(s) after file closure

Additional Information

GAO Approval Not Required

Passports

Disposition Authority Number DAA-0412-2012-0007-0003

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? No

Manual Citation	Manual Title
EPA 1010 Item c	

Disposition Instruction

Cutoff Instruction Close when employee separates or transfers

Retention Period Transfer to new agency or return to the Department of State

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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
07/16/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
10/24/2012	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
10/31/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/01/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/06/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist