Request for Records Disposition Authority

Records Schedule Number

DAA-0412-2013-0007

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

Public Affairs

Internal agency concurrences will

be provided

No

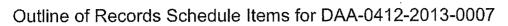
Background Information

This schedule covers records related to the exchange of information and communication between the federal government, citizens, and stakeholders in direct support of citizen services, public policy, and/or national interest. Includes official information dissemination to provide information to external stakeholders through the use of various types of media, such as video, paper, web, etc.; tech transfer and training providing targeted information to specific stakeholders on technical or scientific topics, or that provide a specific type of training related to Agency responsibilities; public information and outreach providing general information to the public either through ongoing services or in response to specific requests; activities to operate Agency libraries providing traditional library functions such as access to journals, periodicals, literature searches, and online library subscriptions; and all other activities providing public information, education, and outreach to the public and Agency stakeholders, including support by the Agency of education programs on subjects relevant to the Agency's mission.

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
3	1	2	0

GAO Approval



Sequence Number	
1	Public Affairs
1.1	Historically significant public affairs records Disposition Authority Number: DAA-0412-2013-0007-0001
1.2	Routine public affairs records Disposition Authority Number: DAA-0412-2013-0007-0002
1.3	Short-term public affairs records Disposition Authority Number: DAA-0412-2013-0007-0003

Records Schedule Items

Sequence Number

1 Public Affairs

1.1 Historically significant public affairs records

Disposition Authority Number DAA-0412-2013-0007-0001

Includes, but is not limited to: environmental training materials, including course plans and manuals; final manuscripts of articles related to EPA's environmental missions; Presidential and other significant environmental awards to organizations, states and other entities, youth groups, private citizens, students and other individuals; public awareness and official dissemination products such as press or news releases, fact sheets, briefings and briefing books; public hearings used as a forum for public involvement, including public notice of hearing, hearing transcript, and related documents; and publications and promotional items depicting EPA's environmental mission activities, including manuals, handbooks, brochures, newsletters, pamphlets, posters, buttons, bumper stickers, and similar items.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered Yes

by this item currently exist in electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured

electronic data?

Yes

Manual Citation	Manual Title
EPA 1022 item a	

N1-412-07-68/14a(1) N1-412-07-68/14a(2) N1-412-06-11c(1) N1-412-06-11c(2) N1-412-08-4a(1) N1-412-08-4a(2) N1-412-06-9a(1) N1-412-06-9a(2) N1-412-07-2/11a(1)
N1-412-07-2/11a(2) N1-412-09-5a(1)

N1-412-09-5a(2)

Disposition Instruction

Cutoff Instruction Close upon issuance or publication, or when

superseded or inactive.

Transfer to the National Archives

for Accessioning

Transfer electronic records to the National Archives 5 years after file closure. Transfer non-electronic records to the National Archives 15 years after file

closure.

Additional Information

What will be the date span of the initial transfer of records to the

National Archives?

Unknown

Transfer of these records is ongoing.

How frequently will your agency

transfer these records to the

National Archives?

Unknown

Transfer of these records is ongoing.

1.2 Routine public affairs records

Disposition Authority Number

DAA-0412-2013-0007-0002

Includes, but is not limited to: communications and distribution plans; final manuscripts of articles not related to EPA's environmental activities; publications and promotional items not depicting EPA's environmental activities; and speeches of EPA employees other than senior officials.

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-

Yes

mail and word processing? Do any of the records covered

Yes

by this item exist as structured

electronic data?

Manual Citation	Manual Title
EPA 1022 item b	

GRS or Superseded Authority

N1-412-06-8b N1-412-06-9b

Citation

N1-412-07-2/11b

N1-412-07-10/1a

Disposition Instruction

Cutoff Instruction

Close at end of activity or calendar year.

Retention Period

Destroy 5 year(s) after file closure.

Additional Information

GAO Approval

1.3

Not Required

Short-term public affairs records

Disposition Authority Number

DAA-0412-2013-0007-0003

Includes, but is not limited to: background and working papers; library program files, including policies, procedures, statistics, holdings information, and related records (excluding library contract records); records related to the participation or sponsorship of EPA staff in professional associations, societies, and related groups, including conference literature, trip reports, meeting agendas and arrangements, evaluations, copies of papers and other materials collected during participation; and routine documentation for environmental awards.

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-

Yes

electronic format(s) other than e mail and word processing? Do any of the records covered

Yes

by this item exist as structured

electronic data?

Manual Citation	Manual Title
EPA 1022 item c	

GRS or Superseded Authority

N1-412-07-68/14b

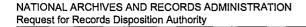
Citation

N1-412-06-9c

N1-412-07-2/11c N1-412-06-6/7a N1-412-09-5b

N1-412-09-5c N1-412-07-12a

Disposition Instruction



Records Schedule: DAA-0412-2013-0007



Close at end of calendar year or when no longer

needed for current Agency business.

Retention Period

Destroy 3 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	Ву	Title	Organization
04/04/2013	Certify	John Ellis	Agency Records Off icer	Office of Environmental Information - Office of Information Collection
07/09/2013	Return for Revisio	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/09/2013	Submit For Certific ation	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
08/20/2013	Certify	John Ellis	Agency Records Off icer	Office of Environmental Information - Office of Information Collection
05/14/2014	Return for Revisio n	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
05/21/2014	Submit For Certific ation	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
05/21/2014	Certify	John Ellis	Agency Records Off icer	Office of Environmental Information - Office of Information Collection
08/11/2014	Submit for Concur rence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/11/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program

08/11/2014	Concur	Laurence Brewer	•	National Archives and Records Administration - National Records Management Program
08/14/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist