

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0412-2013-0007

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

## Sequence Number

1

## 1.1

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Close upon issuance or publication, or when superseded or inactive.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-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 1022 item b	

GRS or Superseded Authority Citation

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

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-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 1022 item c	

GRS or Superseded Authority Citation

N1-412-07-68/14b  
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

1.3

Cutoff Instruction	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	By	Title	Organization
04/04/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
07/09/2013	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/09/2013	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
08/20/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
05/14/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
05/21/2014	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
05/21/2014	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
08/11/2014	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/11/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

08/11/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	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