

## Request for Records Disposition Authority

Records Schedule Number DAA-0412-2013-0009

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 Information and Technology Management

Internal agency concurrences will be provided No

Background Information This schedule covers records related to the coordination of information and technology (IT) resources and systems required to support or provide a service. Includes system development activities associated with the design and development of software applications; life cycle and change management processes; system maintenance activities for software applications; IT infrastructure maintenance to support automated needs (i.e., platforms, networks, servers, printers, etc.); information systems security functions to protect information and information systems, as well as the creation and implementation of security policies, procedures, and controls. Excludes: individual IT systems (e.g., AQS, CERCLIS), which must be scheduled separately.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

## Outline of Records Schedule Items for DAA-0412-2013-0009

Sequence Number	
1	Historically significant IT management records Disposition Authority Number: DAA-0412-2013-0009-0001
2	IT implementation and compliance records Disposition Authority Number: DAA-0412-2013-0009-0002
3	Routine IT management records Disposition Authority Number: DAA-0412-2013-0009-0003
4	Short-term IT management records Disposition Authority Number: DAA-0412-2013-0009-0004
5	Transitory IT management records Disposition Authority Number: DAA-0412-2013-0009-0005

## Records Schedule Items

Sequence Number					
1	<p><b>Historically significant IT management records</b></p> <p>Disposition Authority Number      DAA-0412-2013-0009-0001</p> <p>Includes, but is not limited to: Input and source documents used to create, update, or modify permanent electronic records if they are hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, and hard copy records previously approved as permanent that are converted to electronic records and do not meet NARA's transfer standards in effect at the time of conversion; Quality Information Council (QIC) (formerly called the EPA Steering Committee) records related to the development of EPA information technology and information management policy and procedures consisting of meeting records, including agendas, talking papers, reports, summaries or minutes of meetings, and related records; and system documentation for permanent electronic records, consisting of data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to a master file, database, or other electronic records that are scheduled for permanent retention.</p> <p>Final Disposition      Permanent</p> <p>Item Status      Active</p> <p>Is this item media neutral?      Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?      Yes</p> <table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>EPA 1012 item a</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      GRS 20/2a(1) GRS 20/2a(2) GRS 20/11a(2) N1-412-07-23a(1) N1-412-07-23a(2)</p> <p>Disposition Instruction</p>	Manual Citation	Manual Title	EPA 1012 item a	
Manual Citation	Manual Title				
EPA 1012 item a					

Cutoff Instruction

Close input and source documents and system documentation when system data is transferred to the National Archives, and QIC records at the end of the calendar year.

Transfer to the National Archives  
for Accessioning

Transfer system documentation to the National Archives with the related electronic file. Transfer other 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.

2

IT implementation and compliance records

Disposition Authority Number      **DAA-0412-2013-0009-0002**

Includes, but is not limited to: Chief Information Officer (CIO) committee records consisting of records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities (excluding the QIC) and including meeting minutes, summaries, agendas, transcripts, reports, studies, publications, membership records, correspondence, and related records; enterprise architecture records, consisting of records identifying the IT systems and networks required to perform the Agency's mission and the transitional processes required to implement comprehensive programs to support that mission, including technical reference manuals, diagrams, graphics, and narratives that describe the Agency's baseline architecture, target architecture, and related sequencing plans; IT capital investment records documenting the IT investments with Agency-wide strategic planning, budgeting, procurement, and management, including routine and periodic reports on IT capital investments, capital asset plans, business cases for major investments identified in the Agency's capital investment portfolio, and clearance and review records; IT infrastructure design and implementation files for projects that are implemented; IT program planning records related to the development of Agency IT programs, including Agency-wide IT goals, specific milestones to be achieved, performance measures for the IT portfolio, strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the Agency mission; records documenting compliance with federal information resources management (IRM) laws and

regulations (e.g., Section 508 of the Rehabilitation Act), mandates of the Office of Management and Budget (OMB), General Accountability Office (GAO), and other federal information management oversight agencies, EPA IT policies, directives and plans, including performance measurements and benchmarks, certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance; system development records for systems that are implemented, including project proposals, feasibility studies, cost analyses, requirements documents, and documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving (excluding system development records for environmental models and systems used for regulatory decision making); and user identification, profiles, authorizations and password files for systems containing information that may be needed for audit or investigation purposes and those that contain classified records, performance measurements and benchmarks for IT projects.

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 1012 item b	

GRS or Superseded Authority Citation  
GRS 24/1a  
GRS 24/1b  
GRS 24/6a  
GRS 24/11b  
GRS 27/1  
GRS 27/2  
GRS 27/3  
GRS 27/4  
GRS 27/5

Disposition Instruction

Cutoff Instruction Close at end of calendar year, or when superseded by a new iteration, or no longer needed for investigative or security purposes, whichever is later; or when system is terminated, defunded, removed

3

from public access, or otherwise does not serve the original purpose.

Retention Period

Destroy 7 year(s) after file closure.

Additional Information

GAO Approval

Not Required

Routine IT management records

Disposition Authority Number

DAA-0412-2013-0009-0003

Includes, but is not limited to: computer security incidents, reporting and follow-up activities, including reports of Web site defacement, security hacks, break-ins and failures, improper usage by staff, and virus threats; facility, site management and equipment support services, file identifying IT facilities and sites, site visit reports, trouble reports, equipment service histories, reports of follow-up actions; financing of IT resources and services, including agreements formalizing performance criteria for quantity and quality of service, files related to managing third-party services, identification and allocation of charges and tracking of payments for computer usage, data processing, and other IT services; general files related to communications and telecommunications, equipment requests for installation, changes and service, telephone use or call detail records; installation and testing records; IT maintenance, asset management, performance and capacity management, system management, configuration and change management, planning, follow-up, and impact assessment of operational networks and systems, routine maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories; reports on operations, including benchmarks, performance indicators, critical success factors, and exception reporting, self-assessments, performance monitoring, and management reports; and system development records for systems that are not implemented, including project proposals, feasibility studies, cost analyses, and requirements documents.

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 1012 item c	

GRS or Superseded Authority  
Citation

GRS 12/2a  
GRS 12/2b  
GRS 12/2d(2)  
GRS 12/2e  
GRS 12/4  
GRS 24/2  
GRS 24/3b(2)  
GRS 24/7  
GRS 24/8c  
GRS 24/9a  
GRS 24/9b  
GRS 24/9c  
GRS 24/11c

Disposition Instruction

Cutoff Instruction

Close when activity or project completed, or when superseded or obsolete.

Retention Period

Destroy 3 year(s) after file closure.

Additional Information

GAO Approval

Not Required

Short-term IT management records

Disposition Authority Number

DAA-0412-2013-0009-0004

Includes, but is not limited to: IT infrastructure design and implementation files for projects that are not implemented; IT system implementation and change management, including performance and capacity management, system management, configuration and change management, planning, follow-up, and impact assessment of operational networks and systems; system security plans and disaster recovery plans, risk assessments, actions to mitigate risks, test files and data; short-term IT operations records, including workload schedules, run reports, schedules of maintenance and support activities, problem reports, customer service files, help desk logs and reports, telecommunications statistical reports; short-term asset and configuration records, including inventories of IT assets, network circuits, and building or circuitry diagrams; and telecommunications operational files, such as message registers and logs, performance reports, daily load 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

Yes

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 1012 item d	

GRS or Superseded Authority Citation

GRS 12/2c  
GRS 12/3a  
GRS 24/3a  
GRS 24/3b(1)  
GRS 24/5a  
GRS 24/5b  
GRS 24/8a  
GRS 24/8b  
GRS 24/10a  
GRS 24/10b  
GRS 24/11a

Disposition Instruction

Cutoff Instruction

Close when superseded, updated, replaced, or no longer needed for current agency business.

Retention Period

Destroy 1 year(s) after file closure.

Additional Information

GAO Approval

Not Required

Transitory IT management records

Disposition Authority Number

DAA-0412-2013-0009-0005

Includes, but is not limited to: data files consisting of summarized or aggregated information and data files consisting of records extracted from a single database that are approved as disposable; derived data that provide user access in lieu of hard copy reports that are authorized for disposal, and metadata or reference data, such as format, range or domain specifications; downloaded and copied data, including derived data used for ad hoc or one-time inspection, analysis or review if the derived data is not needed to support the results of the inspection, analysis or review; electronic files or records created solely to test and monitor system performance, including log-in files, password files, audit trail files, system usage files; electronic files or records used to create or update a database or master file; electronic software programs (excluding electronic software programs scheduled for permanent retention in the General Records Schedule (GRS) or in a NARA-approved agency schedule); input and source records in electronic



format entered into a system during an update process and not required for audit and legal purposes and electronic records received from another agency and used as input/source records by EPA (excluding records produced by another agency under the terms of an interagency agreement, records created by another agency in response to the specific information needs of the receiving agency), input and source records in hard copy format not covered elsewhere in this schedule, computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database; print files extracted from a database without changing it and used solely to produce hard copy; system and security backups and tape library records; system documentation for electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule, including data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to a master file, database, or other electronic records (excluding system documentation for electronic records that are scheduled for permanent retention); technical reformat files of data copied from a complete or partial master file or database made for the specific purpose of information interchange and written with varying technical specifications (excluding files created for transfer to the National Archives); and user identification, profiles, authorizations and password files for routine systems.

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 1012 item e	

GRS or Superseded Authority Citation  
GRS 20/1a  
GRS 20/1b  
GRS 20/1c  
GRS 20/2a(4)  
GRS 20/2b  
GRS 20/2c  
GRS 20/2d  
GRS 20/4  
GRS 20/5  
GRS 20/6

GRS 20/7  
GRS 20/8a  
GRS 20/8b  
GRS 20/11a(1)  
GRS 20/12a  
GRS 20/12b  
GRS 20/12c  
GRS 24/4a(1)  
GRS 24/4a(2)  
GRS 24/4b  
GRS 24/6b  
GRS 20/10

Disposition Instruction

Cutoff Instruction

Close when superseded, updated, replaced, or no longer needed for current agency business.

Retention Period

Destroy immediately 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
05/28/2013	Return to Submitter	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
06/04/2013	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
08/27/2013	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
08/27/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
06/02/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/03/2014	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
06/03/2014	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
06/16/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services

06/16/2014	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
06/24/2014	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
09/29/2014	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/29/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/29/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/03/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

#### 404 – Information and Technology Management

Involves the coordination of information and technology resources required to provide a service. Includes system development activities associated with the design and development of software applications; life cycle and change management processes; system maintenance activities for software applications; IT infrastructure maintenance to support automated needs (i.e., platforms, networks, servers, printers, etc.); information systems security functions to protect information and information systems, as well as the creation and implementation of security policies, procedures, and controls.

Previous EPA No.	Previous Title	Previous Retention	New Disposition Item
119a GRS 24/1a	IT Oversight and Compliance Files – Performance measurements and benchmarks	Destroy when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	1012b
119b GRS 24/1b	IT Oversight and Compliance Files – All other oversight and compliance records	Destroy when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	1012b
124a GRS 24/2	IT Facility, Site Management, and Equipment Support Services Files – Record copy	Destroy when 3 years old or when superseded or obsolete, whichever is longer.	1012c
125a GRS 24/3a	IT Asset and Configuration Management Files – Inventories of IT assets and configuration management records	Destroy 1 year after completion of the next inventory.	1012d
125b(1) GRS 24/3b(1)	IT Asset and Configuration Management Files – IT system implementation and change management	Destroy 1 year after termination of system.	1012d
125b(2) GRS 24/3b(2)	IT Asset and Configuration Management Files – Routine IT maintenance	Destroy when 3 years old or 1 year after termination of system, whichever is sooner.	1012c
128a GRS 24/5a	Security of Systems and Data – System security plans and disaster recovery plans	Destroy 1 year after system is superseded.	1012d
128b GRS 24/5b	Security of Systems and Data – Documents identifying IT risks and analyzing their impact	Destroy 1 year after system is superseded.	1012d
129a GRS 24/6a	User Identification, Profiles, Authorizations, and Password Files – Systems requiring special accountability	Destroy inactive records 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.	1012b

Crosswalk for schedule 1012  
June 30, 2014

<b>Previous EPA No.</b>	<b>Previous Title</b>	<b>Previous Retention</b>	<b>New Disposition Item</b>
129b GRS 24/6b	User Identification, Profiles, Authorizations, and Password Files – Routine systems	Destroy when no longer needed for administrative, legal, audit, or other operational purposes.	1012e
130a GRS 24/7	Computer Security Incident Handling, Reporting, and Follow-up Records – Record copy	Destroy 3 years after all necessary follow-up actions have been completed.	1012c
136a GRS 24/8a	IT Operations Records – Workload schedules, run reports, and schedules of maintenance and support activities	Destroy when 1 year old.	1012d
136b GRS 24/8b	IT Operations Records – Problem reports and related decision documents relating to the software infrastructure of the network or system	Destroy 1 year after problem is resolved.	1012d
136c GRS 24/8c	IT Operations Records – Reports on operations	Destroy when 3 years old.	1012c
138a GRS 24/9a	Financing of IT Resources and Services – Agreements formalizing performance criteria for quantity and quality of service	Destroy 3 years after agreement is superseded or terminated.	1012c
138b GRS 24/9b	Financing of IT Resources and Services – Files related to managing third-party services	Destroy 3 years after control measures or procedures are superseded or terminated.	1012c
138c GRS 24/9c	Financing of IT Resources and Services – Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing, and other IT services	Destroy records with no outstanding payment issues when 3 years old.	1012c
142a GRS 24/10a	IT Customer Service Files – Records related to providing help desk information to customers	Destroy 1 year after superseded or obsolete.	1012d
142b GRS 24/10b	IT Customer Service Files – Help desk logs and reports and other files	Destroy when 1 year old or when no longer needed for review and analysis, whichever is later.	1012d
144a GRS 24/11a	IT Infrastructure Design and Implementation Files –	Destroy 1 year after final decision is made.	1012d

<b>Previous EPA No.</b>	<b>Previous Title</b>	<b>Previous Retention</b>	<b>New Disposition Item</b>
	Projects that are not implemented		
144b GRS 24/11b	IT Infrastructure Design and Implementation Files – Projects that are implemented	Destroy 5 years after project is terminated.	1012b
144c GRS 24/11c	IT Infrastructure Design and Implementation Files – Installation and testing records	Destroy 3 years after final decision on acceptance is made.	1012c
160a GRS 20/12a	Downloaded and Copied Data – Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis, or review	Delete when it is determined that they are no longer needed for administrative, legal, audit, or other operational purposes.	1012e
160b GRS 20/12b	Downloaded and Copied Data – Derived data that provide user access in lieu of hard copy reports that are authorized for disposal	Delete when it is determined that they are no longer needed for administrative, legal, audit, or other operational purposes.	1012e
160c GRS 20/12c	Downloaded and Copied Data – Metadata or reference data, such as format, range, or domain specifications	Delete from receiving system or device when no longer needed for processing.	1012e
161a(1) GRS 24/4a(1)	System Backups and Tape Library Records – Backup media – incremental	Delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later.	1012e
161a(2) GRS 24/4a(2)	System Backups and Tape Library Records – Backup media – full backup	Delete when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.	1012e
161b GRS 24/4b	System Backups and Tape Library Records – Tape library records	Delete when superseded or obsolete.	1012e
170a GRS 20/1a	Files and Records Related to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records – Electronic files or records created solely to test system performance, as	Delete when it is determined that they are no longer needed for administrative, legal, audit, or other operational purposes.	1012e

<b>Previous EPA No.</b>	<b>Previous Title</b>	<b>Previous Retention</b>	<b>New Disposition Item</b>
	well as hard-copy printouts and related documentation for the electronic files or records		
170b GRS 20/1b	Files and Records Related to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records – Electronic files or records used to create or update a master file	Delete after information has been transferred to the master file and verified.	1012e
170c GRS 20/1c	Files and Records Related to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records – Electronic files and hard-copy printouts created to monitor system usage	Delete when it is determined that they are no longer needed for administrative, legal, audit, or other operational purposes.	1012e
171a(1) GRS 20/2a(1)	Input and Source Records – Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format	Transfer to NARA in accordance with previously approved schedule.	1012a
171a(2) GRS 20/2a(2)	Input and Source Records – Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion	Transfer to NARA in accordance with previously approved schedule.	1012a
171a(3) GRS 20/2a(3)	Input and Source Records – Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations)	Apply previously approved schedule.	1012 guidance
171a(4) GRS	Input and Source Records – Hard copy documents other	Destroy after information has been converted to an electronic	1012e



<b>Previous EPA No.</b>	<b>Previous Title</b>	<b>Previous Retention</b>	<b>New Disposition Item</b>
20/2a(4)	than those covered by items a(1)-a(3) above	medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later.	
171b GRS 20/2b	Input and Source Records – Electronic records entered into the system during an update process, and not required for audit and legal purposes	Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.	1012e
171c GRS 20/2c	Input and Source Records – Electronic records received from another agency and used as input/source records by the receiving agency	Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.	1012e
171d GRS 20/2d	Input and Source Records – Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.	Delete after the necessary data have been incorporated into a master file.	1012e
173a GRS 20/4	Data Files Consisting of Summarized Information – Record copy	Delete when it is determined that they are no longer needed for administrative, legal, audit, or other operational purposes.	1012e
174a GRS 20/5	Records Consisting of Extracted Information – Record copy	Delete when it is determined that they are no longer needed for administrative, legal, audit, or other operational purposes.	1012e
175a GRS 20/6	Print Files – Record copy	Delete when it is determined that they are no longer needed for administrative, legal, audit, or other operational purposes.	1012e
176a GRS 20/7	Technical Reformat Files – Record copy	Delete when it is determined that they are no longer needed	1012e

Previous EPA No.	Previous Title	Previous Retention	New Disposition Item
		for administrative, legal, audit, or other operational purposes.	
177a GRS 20/8a	Security Backups of Files – Files identical to records scheduled for transfer to the National Archives	Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives.	1012e
177b GRS 20/8b	Security Backups of Files – Files identical to records authorized for disposal in a NARA-approved records schedule	Delete when the identical records have been deleted, or when replaced by a subsequent backup file.	1012e
179a GRS 20/10	Special Purpose Programs	Delete when related master file or database has been deleted	1012e
188a(1) N1-412-07-23a(1)	Quality and Information Council – Record copy – Nonelectronic	Close inactive records at end of year. Transfer to the National Archives in 5 year blocks 20 years after file closure.	1012a
188a(2) N1-412-07-23a(2)	Quality and Information Council – Record copy - Electronic	Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1012a
188a(3) N1-412-07-23a(3)	Quality and Information Council – Record copy – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic copy is successfully transferred to the National Archives.	1012 guidance 008a
304a(1) GRS 20/11a(1)	Systems Documentation – Documentation related to electronic records that are scheduled for destruction in the General Records Schedule (GRS) or in a NARA-approved agency schedule	Destroy or delete upon authorized deletion of the related electronic records or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is later.	1012e
304a(2) GRS 20/11a(2)	Systems Documentation – Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule	Transfer to the National Archives with the permanent electronic records to which the documentation relates.	1012a
310a GRS 12/4	Telephone Use (Call Detail) Records – Record copy	Close inactive records at end of fiscal year. Destroy when 3	1012c

Crosswalk for schedule 1012  
June 30, 2014

Previous EPA No.	Previous Title	Previous Retention	New Disposition Item
		years old.	
440a GRS 27/1	IT Program Planning Records – Record copy	Close inactive records at end of year. Destroy when 7 years old or when no longer needed, whichever is later.	1012b
650a GRS 12/2a	General Communications Files – Correspondence and related records pertaining to internal administration and operation	Destroy when 2 years old.	1012c
650b GRS 12/2b	General Communications Files – Telecommunications general files	Destroy when 3 years old.	1012c
650c GRS 12/2c	General Communications Files – Telecommunications statistical reports	Destroy when 1 year old.	1012d
650d(1) GRS 12/2d(1)	General Communications Files – Telecommunications voucher files (reference copies)	Destroy when 1 fiscal year old.	008a
650d(2) GRS 12/2d(2)	General Communications Files – Telecommunications installation, change, removal, and servicing of equipment	Destroy 1 year after audit or when 3 years old, whichever is sooner.	1012c
650e GRS 12/2e	General Communications Files – Agreements and background data for telecommunications services	Destroy 2 years after expiration or cancellation of agreement.	1012c
652a GRS 12/3a	Telecommunications Operational Files – Record copy of message registers, logs, performance reports, daily load reports, and related and similar records	Destroy when 6 months old.	1012d
652b GRS 12/3b	Telecommunications Operational Files – Copies of incoming and original copies of outgoing messages maintained by communication offices or centers	Destroy when 2 months old.	Deleted; item not used
734a GRS 27/2	Enterprise Architecture Records – Record copy	Close inactive records when superseded by a new iteration of the enterprise architecture. Destroy when 7 years old or when no longer needed, whichever is later.	1012b

Crosswalk for schedule 1012  
June 30, 2014

<b>Previous EPA No.</b>	<b>Previous Title</b>	<b>Previous Retention</b>	<b>New Disposition Item</b>
735a GRS 27/3	IT Capital Investment Records – Record copy	Close inactive records at end of year. Destroy when 7 years old or when no longer needed, whichever is later.	1012b
736a GRS 27/4	IT Legal and Regulatory Compliance Records – Record copy	Close inactive records at end of year. Destroy when 5 years old.	1012b
737a GRS 27/5	CIO Committee Records – Record copy	Close inactive records at end of year. Destroy when 5 years old.	1012b