

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>	JOB NUMBER <i>N1-412-00-6</i>
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To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED <i>12-6-99</i>
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1. FROM (Agency or establishment) <b>Environmental Protection Agency</b>	<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Rachel VanWingen</b>	5. TELEPHONE <b>(202) 260-9709</b>	DATE <b>WITHDRAWN</b>	ARCHIVIST OF THE UNITED STATES

**6. 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 on the attached \_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

is not required;     is attached; or     has been requested.

DATE <i>11/23/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel VanWingen</i> Rachel VanWingen	TITLE Records Officer
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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
707	See attached EPA Records Control Schedule		<i>Withdrawn by Agency per e-mail dated January 5, 2000.</i> <i>JWB</i> <i>1/6/00</i>

*cc Agency*

DRAFT OF 11/8/99

**U.S. EPA RECORDS SCHEDULE**

**SERIES TITLE:** Suspension and Debarment System (SDS)

**PROGRAM:** Inspector General

**EPA SERIES NO:** 707

**AGENCY FILE CODE:** INSP 707

**NARA DISPOSAL AUTHORITY:** N1-412-00-6  
(Use this number to retire records to the FRC)

**APPLICABILITY:** Agency-wide

**IDENTIFYING INFORMATION:**

**DESCRIPTION:** The Suspension and Debarment System (SDS) is a control and tracking system specifically for suspension and debarment cases. This system identifies all EPA suspension and debarment cases initiated August 17, 1982 to October 1, 1992. After October 1, 1992, the system identifies only Office of Inspector General cases. The system also shows the history and disposition of all closed cases, and the current status of all open cases.

**ARRANGEMENT:** Not applicable

**TYPE OF RECORDS:**  
Data files, reports, ad hoc queries

**SPECIFIC RESTRICTIONS:**

**MEDIUM:**  
Electronic, paper

**VITAL RECORD:**

**FUNCTIONS SUPPORTED:**  
Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

**EPA SERIES NO. 707**

**DISPOSITION INFORMATION:**

**FINAL DISPOSITION:**

a. Electronic software program:  
Disposable

b. Input

c. Electronic data: Disposable

d. Output and reports

e. Supporting documentation:  
Disposable

**TRANSFER TO FRC PERMITTED:**

No

Dependent on related records

No

Dependent on related records

Yes

**FILE BREAK INSTRUCTIONS:**

a. Break file when superseded by routine software updates.

b. Follow file break instructions for related records.

c. Break file when superseded.

d. Follow file break instructions for related records.

e. Break file when superseded.

**DISPOSITION INSTRUCTIONS:**

a. Delete when superseded by routine software program updates and quality assurance check completed or when no longer needed.

b. Follow disposition instructions for related records.

c. Maintain individual records at least 2 years after completion of action and then delete when no longer needed.

d. Follow disposition instructions for related records.

e. Keep in office up to 2 years after file break, then retire to FRC.  
Destroy when 15 years old.

**APPLICATION GUIDANCE:**

**REASONS FOR DISPOSITION:** SDS is an administrative system used for program evaluation and compliance or enforcement activities.

**AGENCY-WIDE GUIDANCE:** Suspension and Debarment Files are scheduled as EPA 702.

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**

**CUSTODIAL INFORMATION:**

**CONTROLLING UNIT:**

**CONTACT POINT:**

EPA SERIES NO. 707

Name: Office of Inspector  
General

Name: Charles Lewis

Location: WSM

Mail Code: 2431

Inclusive Dates: 1982-

Telephone: 202-260-7680

Volume on Hand (Feet):

Office: Asst. Inspector General for  
Investigations

Annual Accumulation:  
(feet or inches)

Room:

**CONTROL INFORMATION:**

RELATED ITEMS: EPA 702

PREVIOUSLY APPROVED BY  
NARA SCHEDULE NOS:

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Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		11/5/93	11/8/99