

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-01-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-412-06-004.

Date Reported: 08/31/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE



DRAFT OF 12/1/00

**U.S. EPA RECORDS SCHEDULE**

**SERIES TITLE:** Aerial Photographs

**PROGRAM:** Research and Development

**EPA SERIES NO:** 720

**AGENCY FILE CODE:** AUDV 720

**NARA DISPOSAL AUTHORITY:** N1-412-01-4

(Use this number to retire records to the FRC)

**APPLICABILITY:** Environmental Photographic Interpretation Center

**IDENTIFYING INFORMATION:**

**DESCRIPTION:** The aerial photographic collection consists of:

- a. Photographs acquired from various sources such as NOAA and USGS, as well as those taken for EPA as part of overflight of sites being studied. Photographs are in roll and cut frames. The collection consists of over 150,000 frames of imagery dated from 1930 to the present.
- b. Analytical reports consisting of approximately 6,000 photo analysis reports, including aerial prints as well as overlays.
- c. Indexes.

**ARRANGEMENT:** Arranged numerically by project number.

**TYPE OF RECORDS:**

Photographs, reports, data

**SPECIFIC RESTRICTIONS:**

**MEDIUM:**

Paper, photographs, electronic

**VITAL RECORD:**

**FUNCTIONS SUPPORTED:**

Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

None

**EPA SERIES NO. 720****DISPOSITION INFORMATION:****FINAL DISPOSITION:****TRANSFER TO FRC PERMITTED:**

a. Permanent

Yes

b(1). Record copy: Permanent

Yes

(2). Electronic version created  
with electronic mail and word  
processing systems: Disposable

No

c(1). Record copy: Permanent

Yes

(2). Electronic version created  
with electronic mail and word  
processing systems: Disposable

No

**FILE BREAK INSTRUCTIONS:** Break file at the end of the project.**DISPOSITION INSTRUCTIONS:**

a. Keep inactive materials in office 5 years after file break, then retire to FRC. Transfer to the National Archives 30 years after file break.

b(1). Keep inactive materials in office 5 years after file break, then retire to FRC with item a. Transfer to the National Archives 30 years after file break.

(2). Delete when record copy is generated or when no longer needed for reference or updating.

c(1). Keep inactive materials in office 5 years after file break, then retire to FRC with item a. Transfer to the National Archives 30 years after file break.

(2). Delete when record copy is generated or when no longer needed for reference or updating.

**APPLICATION GUIDANCE:****REASONS FOR DISPOSITION:** Records are used to support all EPA programs. Photographs are visual images of the surface of the earth which may have enduring historical value.**AGENCY-WIDE GUIDANCE:** Copies of aerial photographs maintained in other offices as part of a related series (e.g., Superfund remedial site files), are to be retired according to the disposition requirements of the related series. Reference copies may be destroyed when no longer needed to support current activities.**PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:****CUSTODIAL INFORMATION:**

EPA SERIES NO. 720

**CONTROLLING UNIT:**

**Name:** Office of Research and  
Development

**Location:** Reston, VA

**Inclusive Dates:** 1930 - present

**Volume on Hand (Feet):**  
**Annual Accumulation:**  
(feet or inches)

**CONTACT POINT:**

**Name:** Donald Garofalo

**Mail Code:** 555

**Telephone:** 703-648-4285

**Office:** National Exposure Research Lab.  
**Room:**

**CONTROL INFORMATION:**

**RELATED ITEMS:**

**PREVIOUSLY APPROVED BY**  
**NARA SCHEDULE NOS:**

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<b>Approval</b>	<b>Approval</b>	<b>Entry</b>	<b>Last</b>
<b>Date EPA</b>	<b>Date NARA</b>	<b>Date</b>	<b>Modified</b>
10/25/00		5/9/97	12/1/00