

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-02-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-070.

Date Reported: 08/31/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> <b>WASHINGTON, DC 20408</b>		<b>JOB NUMBER</b> <i>71-412-02-1</i>	
<b>1 FROM (Agency or establishment)</b> Environmental Protection Agency		<b>DATE RECEIVED</b> <i>2-22-2002</i>	
<b>2 MAJOR SUBDIVISION</b> Office of Inspector General		<b>NOTIFICATION TO AGENCY</b>	
<b>3 MINOR SUBDIVISION</b> Office of Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
<b>4 NAME OF PERSON WITH WHOM TO CONFER</b> Chris O'Donnell	<b>5. TELEPHONE</b> 202-260-1324	<b>DATE</b> <i>8-22-02</i>	<b>ARCHIVIST OF THE UNITED STATES</b> <i>[Signature]</i>

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 2 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/8/2002	Chris O'Donnell <i>Chris O'Donnell</i>	Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>See attached U.S. EPA 699 - Management Assessment Reviews and Program Evaluation</p> <p><i>cc Agency Hwmu</i></p>		

DRAFT OF 11/26/01

U.S. EPA RECORDS SCHEDULE

**SERIES TITLE:** Management Assessment Reviews and Program Evaluations

**PROGRAM:** Inspector General

**EPA SERIES NO:** 699

**AGENCY FILE CODE:** INSP 699

**NARA DISPOSAL AUTHORITY:** Pending  
(Use this number to retire records to the FRC)

DRAFT

**APPLICABILITY:** Agency-wide

**IDENTIFYING INFORMATION:**

**DESCRIPTION:** Consists of:

- a. Record copy of reports and related documents of internal reviews of the Office of Inspector General (OIG) procedures or programs for economy, efficiency, and compliance with OIG policies and professional standards.
- b. Electronic versions created with electronic mail and word processing systems.

**ARRANGEMENT:**

**TYPE OF RECORDS:**

Case files

**SPECIFIC RESTRICTIONS:**

Confidential Business Information

**MEDIUM:**

Paper, electronic

**VITAL RECORD:**

**FUNCTIONS SUPPORTED:**

Program management and oversight

**SPECIFIC LEGAL REQUIREMENTS:**

None

EPA SERIES NO. 699

**DISPOSITION INFORMATION:**

**FINAL DISPOSITION:**

a. Disposable

**TRANSFER TO FRC PERMITTED:**

Yes

b. Disposable

No

**FILE BREAK INSTRUCTIONS:**

a. Break file after inspection is completed.

b. See disposition instructions.

**DISPOSITION INSTRUCTIONS:**

a. Keep inactive materials in office 3 years after file break, then retire to FRC. Destroy when 8 years old.

b. Delete when record copy is generated.

**APPLICATION GUIDANCE:**

**REASONS FOR DISPOSITION:** Disposition for item a previously approved by the National Archives. Disposition for item b has been added.

**AGENCY-WIDE GUIDANCE:** Series formerly called Inspection of Procedures or Programs.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**

**CUSTODIAL INFORMATION:**

**CONTROLLING UNIT:**

**CONTACT POINT:**

**Name:** Office of Inspector General

**Name:** Melissa Heist

**Location:** Waterside Mall

**Mail Code:** 2450

**Inclusive Dates:** 1994-present

**Telephone:** 202-260-1479

**Volume on Hand (Feet):** 7

**Office:** Office of Management

**Annual Accumulation:** 2 ft.  
(feet or inches)

**Room:** NE 3708

**CONTROL INFORMATION:**

**RELATED ITEMS:**

**PREVIOUSLY APPROVED BY**

**NARA SCHEDULE NOS:** NC1-412-76-14, NC1-412-83-3/3, N1-412-86-4/3

<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>
		11/4/93	11/26/01