

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Administration and Resources Management	
3. MINOR SUBDIVISION Office of Acquisition Management	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-412-03-1</i>	
DATE RECEIVED <i>12-3-2002</i>	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
	WITHDRAWN

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 4 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
11/26/2002	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached U.S. EPA 184 - Contract Oversight		WITHDRAWN

cc: Agency

DRAFT OF 10/4/02

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Contract Oversight

PROGRAM: Acquisition Management

EPA SERIES NO: 184

AGENCY FILE CODE: OVER 184

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

APPLICABILITY: Agency-wide

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: Records include correspondence, and reports regarding contract awards, performance, procurement, and other documentation related to reviews and audits of Agency contracts conducted by the staff of the Financial Assistance Service Center (FASC) and the Internal Oversight Service Center (IOSC). Includes:

- a. Record copy of:
 - (1). Superfund site specific records; and,
 - (2). Other than Superfund site specific.
- b. Electronic copies created with word processing and electronic mail.

Excludes: Records relating to the day-to-day administration of contracts which are scheduled separately.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Contract administration

SPECIFIC LEGAL REQUIREMENTS:
None

UNCLASSIFIED
DATE 10/10/02 BY SP4 BTJ/STW

EPA SERIES NO. 184

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file at end of review or audit.

b. See disposition instructions.

DISPOSITION INSTRUCTIONS:

a(1). Keep inactive materials in office up to 2 years after file break, then retire to FRC. Destroy when 30 years old.

(2). Keep inactive materials in office up to 2 years after file break, then retire to FRC. Destroy when 7 years old.

b. Delete when record copy is generated.

DRAFT

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Retention meets EPA's administrative, fiscal, and legal needs.

AGENCY-WIDE GUIDANCE: End of review or audit is when outstanding issues are resolved by the contracting/financial officer.

Cost audits in the possession of a Contracting Officer are part of the contract management file and covered in EPA 202 for all programs except Superfund site specific, and EPA 020 for Superfund site specific. If copies are incorporated into other records series, follow the disposition for the related series.

The Integrated Contracts Management System (ICMS) is covered by EPA 055.

As required by 36 CFR Part 1228.58, records with special restrictions such as confidential business information must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Office of Administration & Resources Management

Location:

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Dan Levesque

Mail Code:

Telephone: 202-260-9945

Office: Acquisition Management

Room:

CONTROL INFORMATION:

EPA SERIES NO. 184

RELATED ITEMS: EPA 020, EPA 055, EPA 202

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		10/17/95	10/4/02

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