

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-03-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-024.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

U.S. EPA RECORDS SCHEDULE 199

DRAFT: 11/4/02

SERIES TITLE:

Information Collection Requests and Reports

PROGRAM:

Environmental Information

EPA SERIES NO:

199

AGENCY FILE CODE:

POLI 199

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Headquarters

DESCRIPTION:

Includes records relating to the Information and Collection Requests submissions and the Information Collection Budget Reports submitted to the Office of Management and Budget (OMB).

DISPOSITION INFORMATION:

a. Record copy of information collection budget reports which are submitted annually to the OMB and then to Congress, including responses to OMB's request for information, narrative report and the verification of OMB data

Disposable. Break file after submission of annual report to OMB. Keep inactive materials in office 1 year after file break, then retire to FRC. Destroy 5 years after file break.

b. Record copy of information collection requests which are submitted to OMB for approval, including OMB Form 83-I, correspondence, memoranda, statistics, comments, and other records relating to the justification of the information collection and its approval by the Agency and OMB

Disposable. Break file on approval or disapproval of request. Keep inactive materials in office 3 years after file break, then retire to FRC. Destroy 7 years after file break.

c. Electronic copies created with word processing and electronic mail applications

Disposable. Delete when record copy is generated.

ARRANGEMENT:

Arranged numerically.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

None

MEDIUM:

Paper, electronic

FUNCTIONS SUPPORTED:

Regulatory development

SPECIFIC LEGAL REQUIREMENTS:

Federal Reports Act of 1942, 44 U.S.C. 3501-3511

Federal Records Act of 1950, 44 U.S.C. 2101 et seq.

OMB Circular A-40

Paperwork Reduction Act of 1980, 44 U.S.C. 3501, et seq.

REASONS FOR DISPOSITION:

Records were originally scheduled as part of item a of N1-412-87-4/25 and rescheduled as N1-412-96-2. This revision adds the information collection budget report which is submitted to OMB annually.

AGENCY-WIDE GUIDANCE:

Disposition is to be implemented by OEI. Programs preparing the request should include their copies as part of their program management files, EPA 006, and apply the disposition appropriate to those files (generally 5 years). The Reports Clearance File is scheduled as EPA 198. The Paperwork Reduction Act Management System (PRAMS) is covered by EPA 090.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**CONTROLLING UNIT:****Name:**

Office of Environmental Information

Location:

EPA West

Inclusive Dates:**Volume on Hand (Feet):**

54

Annual Accumulation (feet or inches):

3 ft.

CONTACT POINT:**Name:**

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Collection Strategies Division

Room:**RELATED ITEMS:**

EPA 006, EPA 090, EPA 198

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:

N1-412-87-4/25a, N1-412-96-2

Approval Date EPA:

Approval Date NARA:

Entry Date:

9/21/92

Last Modified:

11/4/02