INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-024.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

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REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBÉR		
(See Instructions on reverse)				11-412-03-4 DATE RECEIVED		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)				DATE RECEIVED		
WASHINGTON, DC 20408				12-3-2002		
FROM (Agency or establishment) Environmental Protection Agency				NOTIFICATION TO AGENCY		
			_[]			
2. MAJOR SUBDIVISION Office of Environmental Information				In accordance with the provisions of 44 U.S.C. 3303a the disposition request,		
3. MINOR SUBDIVISION				ncluding amendments, is a or items that may be mark ot approved" or "withdray	approved except ked_"disposition	
Col	ection Strategies Division	•	ll r	ot approved" or "withdrav	vn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE				DATE ARCAIVIST OF THE UNITED STATES		
Chris O'Donnell 202-566-1669			4-	4-8-03 (18h J.) (all		
			<u>ــا لـــ</u>	1/1/200	1000	
	NCY CERTIFICATION			V	(AMAKU)	
I here	by certify that I am authorized to act for the	is agency in matters pattached 4 nag	pertaining	g to the disposition of	its records	
of thi	nat the records proposed for disposal on the sagency or will not be needed after the re-	etention periods spec	cified; ar	d that written concur	rence from	
the G	eneral Accounting Office, under the provi	sions of Title 8 of t	the GAO	Manual for Guidance	of Federal	
	<u> </u>	is attached; or		has been reque	ested.	
DATE	SIGNATURE OF AGENCY REPRESEN	TATIVE	ITLE			
11/26	Chris O'Donnell (Mis)	proell !	Agenc	y Records Officer		
7. ITEM	8. DESCRIPTION OF ITEM AND PROP	OSED DISPOSITION		9. GRS OR SUPERSEDED	10. ACTION TAKEN (NARA	
NO.				JOB CITATION	USE ONLY)	
				500		
See attached U. S. EPA 199 - Information Collection					1	
	See attached U. S. EPA 199 - Informa	ation Collection			4	
	See attached U. S. EPA 199 - Information Requests and Reports	ation Collection			< :	
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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 RESTRÍCTIONS:

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:

Richard Westlund and Susan Auby

Mail Code:

2822T

Telephone:

202-566-1682 and 202-566-1672

Office:

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