# **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

Schedule Number: N1-412-03-008

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-412-07-003 schedule 183

Date Reported: 09/07/2022 N1-412-03-008

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REQUEST FOR RECORDS DISPOSITI	ION AUTHORITY	IC	EAVE BLANK (NAR.	A use only)
(See Instructions on revers	se)			-8
TO: NATIONAL ARCHIVES and RECORDS ADM	MINISTRATION (NIF	2) 0/	71-412-03 ATE RECEIVED	
WASHINGTON, DC 20408			1-15-2003	
FROM (Agency or establishment)     Environmental Protection Agency			NOTIFICATION TO	AGENCY
2. MAJOR SUBDIVISION			In accordance with the n	rovisions of 44
Office of Administration and Resources Manage	ment		In accordance with the p U.S.C. 3303a the dispo	sition request,
3. MINOR SUBDIVISION	***************************************		including amendments, is a for items that may be mark not approved" or "withdraw	ked "disposition
	•		not approved" or "withdraw	n in column 10.
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	D/	ATE ARCHIVIST OF TH	IE UNITED STATES
Chris O'Donnell	202-566-1669	4	-16-04 Hohe	· Carl
6. AGENCY CERTIFICATION  I hereby certify that I am authorized to act for the and that the records proposed for disposal on the of this agency or will not be needed after the the General Accounting Office, under the proving Agencies,	e attached <u>5</u> pag retention periods spe	e(s) are cified;	e not now needed for the and that written concurred	business rence from
X is not required;	is attached; or		has been reque	ested.
DATE SIGNATURE OF AGENCY REPRESEN	NTATIVE T	TITLE		
01/08/2003   Chris O'Donnell (July 7)	fornell !	Agen	cy Records Officer	
		T		40.407:00
7. ITEM 8. DESCRIPTION OF ITEM AND PROP NO.	POSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
			,	
See attached U.S. EPA 183 - Grant a Oversight	and Other Agreemen	t		
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# U.S. EPA RECORDS SCHEDULE 183

**DRAFT:** 10/4/02

SERIES TITLE	S	El	RΙ	ES	TI	ΓLE	:
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Grant and Other Agreement Oversight

#### **PROGRAM:**

Grants

#### **EPA SERIES NO:**

183

#### **AGENCY FILE CODE:**

**OVER 183** 

# **NARA DISPOSAL AUTHORITY:**

Pending

# **APPLICABILITY:**

Agency-wide

#### **DESCRIPTION:**

Records include correspondence, reports, policies and procedures, office-specific plans, and other documentation relating to the implementation of the post-award monitoring, evaluation, and oversight of grants and other assistance agreements.

Excludes: Records relating to the day-to-day administration of grants and agreements which are scheduled separately.

# **DISPOSITION INFORMATION:**

# a. Record copy - Superfund site specific

Disposable.

Break file at end of the reporting period. Keep inactive materials in office up to 2 years after file break, then retire to FRC. Destroy when 30 years old.

# b. Record copy - other than Superfund site specific

Disposable.

Break file at end of the reporting period. Keep inactive materials in office up to 2 years after file break, then retire to FRC. Destroy when 7 years old.

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

Disposable.

Delete when record copy is generated.

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# **ARRANGEMENT:**

Arrangement varies.

#### **TYPE OF RECORDS:**

Case files

# **SPECIFIC RESTRICTIONS:**

#### MEDIUM:

Paper, electronic

#### **FUNCTIONS SUPPORTED:**

Grant administration

# **SPECIFIC LEGAL REQUIREMENTS:**

None

#### **REASONS FOR DISPOSITION:**

Retention meets EPA's administrative, fiscal, and legal needs.

# **AGENCY-WIDE GUIDANCE:**

The Grants Management Offices (GMOs) receive final certification of project completion from project officers. The GMOs are responsible for requesting final audits if applicable and required for closeout.

Grants specialists and grants management officers should maintain a record of all evaluative on-site visits and/or desk review protocols and reports in the official project files covered by the following schedules:

EPA 001 - Grants and Other Program Support Agreements - Superfund Site-Specific

EPA 003 - Grants and Other Program Support Agreements (other than Superfund site specific)

EPA 232 - Waste Water Construction and State Revolving Fund Grants

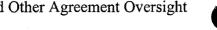
See the following documents for additional information on EPA's post-award grant policies and procedures:

Interim EPA Order 5700.4 - Interim Grantee Compliance Assistance Initiative Policy

EPA Order 5700.3 - EPA Policy for Post-Award Management of Grants and Cooperative Agreements by Headquarters and Regional Offices

OGD Policy GPI 98-6 - Post-Award Management of Assistance Agreements

The Integrated Grants Management System (IGMS) is covered by EPA 009 and the Grants Information and Control System (GICS) is covered by EPA 575.





Records related to the development and overall management of the grants program are covered by EPA 597 -Assistance and Interagency Agreement Program Management File.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:
CONTROLLING UNIT:
Unit:
Multiple units
Location:
Inclusive Dates:
Volume on Hand (feet):
Annual Accumulation (feet or inches):
CONTACT POINT:
Contact:
Mail Code:
Telephone:
Office:
RELATED ITEMS:
EPA 001
EPA 002
EPA 009
EPA 232
EPA 575 EPA 597
PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:
Approval Date EPA:
Approval Date NARA:
Entry Date:
11/20/00

Last Modified:

10/4/02