INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Superseded by N1-412-07-003 schedule 183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

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

· · · · · · · · · · · · · · · · · · ·							
REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER			
(See Instructions on reverse)				$\mathcal{M}_{1-\mathcal{H}_{2}-\mathcal{O}_{3-\mathcal{S}}}$ DATE RECEIVED			
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)				DATE RECEIVED			
WASHINGTON, DC 20408				1-15-2003			
1. FROM (Agency or establishment) Environmental Protection Agency				NOTIFICATION TO AGENCY			
2. MAJOR SUBDIVISION				In accorda	ance with the pr	ovisions of 44	
Office of Administration and Resources Management				In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except			
3. MINOR SUBDIVISION				for items th not approv	ed" or "withdraw	ed "disposition n" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE							
Chris C	'Donnell	202-566-1669		4-16-04	Mohre	and	
6. AGENCY CERTIFICATION					$\overline{\mathbf{V}}$		
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 $5_{specified}$ 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,							
				_			
	LX is not required; is attached; or			has been requested.			
DATE		Λ	TITLE	E			
01/08/2003 Chris O'Donnell Mis D'Annell A				gency Records Officer			
7.	/			9. (GRS OR	10. ACTION	
ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION				ERSEDED CITATION	TAKEN (NARA USE ONLY)	
	See attached U.S. EPA 183 - Grant and Other Agreement						
	Oversight						
			,				
C	Clegency numw,						
11.	5-109 NSN 7540-0	00-634-4064			FORM	STANDARD	

U.S. EPA RECORDS SCHEDULE 183

DRAFT: 10/4/02

SERIES TITLE:

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.

http://intranet.epa.gov/records/schedule/draft/183.htm

EPA Records Schedule 183 - Q

at and Other Agreement Oversight

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.

http://intranet.epa.gov/records/schedule/draft/183.htm

EPA Records Schedule 183 - Cont and Other Agreement Oversight

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:

http://intranet.epa.gov/records/schedule/draft/183.htm



10/4/02