

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-03-009

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-08-009.

Date Reported: 08/31/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE



**This schedule is in draft and MAY NOT be used to destroy records. It may be used in your office file plans and, with prior approval, used to retire records to a Federal Records Center. If you have any questions, please contact the Records Help Desk.**

## **EPA Records Schedule 537**

**Draft: 04/13/2004**

**Title: Administrators' and Deputy Administrators' Speeches Database**

**Program: Public Affairs**

**Applicability: Headquarters**

**Agency File Code: PUBA 537**

**NARA Disposal Authority:**

- N1-412-03-09

**Description:**

**The Administrators' and Deputy Administrators' Speeches Database is a searchable Lotus Notes database containing the text of speeches and remarks. The documents are searchable by year and title. The speeches and remarks of the Administrators are from November 1995 forward, and for the Deputy Administrators, from 1997 forward. Input consists of scanned paper and electronic copies of the speeches. Output consists of paper printouts used for reference purposes and electronic copies posted to the EPA Web site for public access.**

**Disposition Instructions:**

**Item a: Electronic software program**

- Disposable
- Delete when superseded by routine software program updates and quality assurance check is completed.

**Item b: Input**

- Disposable
- Delete/destroy after data is entered into the system and quality assurance completed.

**Item c: Electronic data**

- Permanent
- Transfer data for 1995-2003 upon approval of the schedule and thereafter annually to the National Archives, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item d: Output and reports**

- Disposable
- Delete/destroy when no longer needed.

**Item e: Supporting documentation**

- Permanent
- Transfer records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.270 immediately after the file break. This documentation is transferred with the electronic data, item c.

**Arrangement: Not applicable.**

**Type of Records: Data files**

**Format: Electronic**

**Functions Supported: Public Affairs**

**Specific Restrictions:**

- None

**Specific Legal Requirements:**

- None

**Reasons for Disposition:**

These databases increase the accessibility of the speeches to the public. The papers records were originally appraised as permanent under N1-412-94-2/21.

**Agency-wide Guidance:**

If speeches are not added to the databases, the disposition is covered by EPA 140 for Speeches and Testimony.

Paper copies of speeches prior to 1995 are also available through the EPA History Office.

**Program Office Guidance:**

To facilitate the first annual transfer of data to the National Archives, contact the Center for Electronic Records (301-713-6630) prior to completing NARA form 14097, Technical Description for Transfer of Electronic Records to the National Archives of the United States. Until the transfer to the National Archives is made, the records are the responsibility of EPA.

**Custodians:**

**Office of the Administrator, Office of Communications**

- **Contact:** Jacques Kapuscinski
- **Mail Code:** 1702
- **Telephone:** 202-564-7828
- **Location:** Ariel Rios
- **Inclusive Dates:** 1995 to present
- **Volume on Hand:**
- **Annual Accumulation:**

**Related Schedules:**

**EPA 140**

**Previous NARA Disposal Authority:**

**EPA Approval Date:** 01/08/2003

**NARA Approval Date:** Pending