INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-03-010

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-066.

Date Reported: 08/31/2020

REQUEST FOR RECORDS DISPOSITION AUTHORITY						EAVE BLANK (NARA use only)		
(See Instructions on reverse)						JOB NUMBER		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)						<u> </u>		
WASHINGTON, DC 20408						1-15-2003		
1. FROM (Agency or establishment)						NOTIFICATION TO AGENCY		
Environmental Protection Agency								
2. MAJOR SUBDIVISION Office of International Affairs						In accordance with the provisions of 44 U.S.C. 3303a the disposition request,		
3. MINOR SUBDIVISION						including for items	g amendments, is a sthat may be mark roved" or "withdraw	pproved except (ed. "disposition
Office of Program Management						not app	roved" or "withdraw	n" in column 10.
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELE				5. TELEPHONE		DATE	ARCHIVIST OF TH	E UNITED STATES
Chris O'Donnell			202-566-1669	i	4-23-04	MAW.	tail	
•								
I here and the of this	eby cert nat the r s agency eneral	RTIFICATION ify that I am authorized to the coords proposed for display or will not be needed to the counting Office, unde	posal on the a after the re	attached <u>4</u> p tention periods sr	age(s) pecifie	are not no	ow needed for the twitten concurred	e business rence from
X	is not required; is		is attached; or		has been requested.		ested.	
DATE				TITLE	<u> </u>			
01/08	/08/2003 Chris O'Donnell Chris D'Ponnell		A	Agency Records Officer				
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION				9. GRS OR 10. ACTION SUPERSEDED TAKEN (NARA JOB CITATION USE ONLY)			
	See attached U.S. EPA 392 - International Travel							
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115-109

NSN 7540-00-634-4064

U.S. EPA RECORDS SCHEDULE 392

DRAFT: 10/4/02

SERIES TITLE:

International Travel

PROGRAM:

International Affairs

EPA SERIES NO:

392

AGENCY FILE CODE:

INTE 392

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Headquarters

DESCRIPTION:

Includes records related to international travel. International Travel Plans (EPA Form 4550-5) show a monthly list of all international travel planned during the coming month, including names of travelers, dates, and countries of trips, and purpose. The International Trip Report Abstract (EPA Form 4550-1) shows the purpose and accomplishments of the trip, institutions or individuals contacted, and recommendations as to the future desirability of continuing these contacts. Also includes the annual summary reports of all foreign travel by EPA personnel.

DISPOSITION INFORMATION:

a. Record copy

Disposable.

Break file at end of year. Keep in office 2 years after file break, then retire to the FRC. Destroy when 6 years old.

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

Disposable.

Delete when record copy is generated.

ARRANGEMENT:

TYPE OF RECORDS:

Forms, reports

SPECIFIC RESTRICTIONS:
MEDIUM: Paper, electronic
FUNCTIONS SUPPORTED: Program operations
SPECIFIC LEGAL REQUIREMENTS:
REASONS FOR DISPOSITION: Three related, previously approved items (NC1-412- 85-16/24, 25, and 26) have been combined into one. Retention for all three items is 6 years meeting current program and audit needs. Retention for electronic copies has been added.
AGENCY-WIDE GUIDANCE:
Records containing sensitive or personal information should be shredded to protect confidentiality.
PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:
CONTROLLING UNIT:
Unit: Office of International Affairs
Location: Ronald Reagan Bldg.
Inclusive Dates: 1995-present
Volume on Hand (feet): 10 ft.
Annual Accumulation (feet or inches):
CONTACT POINT:
Contact: William Whitehouse
Mail Code: 2680R

Telephone:

202-564-6632

Office:

Office of Program Management

RELATED ITEMS:

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:

NC1-412-78-8/22-25, NC1-412-85-16/24/26

Approval Date EPA:

Approval Date NARA:

Entry Date:

12/9/92

Last Modified:

10/4/02