

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-066.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

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE



# 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