

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-04-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-062.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Office of Administration and Resources Management

3. MINOR SUBDIVISION
Office of Human Resources and Organizational Services

4. NAME OF PERSON WITH WHOM TO CONFER

Chris O'Donnell

5. TELEPHONE

202-566-1669

LEAVE BLANK (NARA use only)

JOB NUMBER

71-412-04-1

DATE RECEIVED

12-4-2003

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 11/11/54 ARCHIVIST OF THE UNITED STATES

7-15-04

6. AGENCY CERTIFICATION

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 4 page(s) 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,

x

is not required;

is attached; or

has been requested.

DATE _____

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

Christine O'Donnell

Agency Records Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

EPA 118 - Child Care Tuition Assistance Program
Records

115-169

NSN 7540-00-634-4064

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by
NARA
36 CFR 1228

U.S. EPA RECORDS SCHEDULE 118**DRAFT: 10/6/03****SERIES TITLE:**

Child Care Tuition Assistance Program Records

PROGRAM:

Personnel

EPA SERIES NO:

118

AGENCY FILE CODE:

PERS 118

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Agency-wide

DESCRIPTION:

Includes records documenting EPA's child care assistance program. Public Law 107-67, Section 630 permits federal agencies to assist lower income federal employees with child care tuition costs. The program is managed by the Office of Administration and Resources Management, Human Resources and Organizational Services, Employee Services Staff and the application process is administered by Federal Employee Education and Assistance (FEEA). FEEA also administers the Child Care Tuition Assistance Program application process for other participating federal agencies. The program was developed in partnership with a number of stakeholders, e.g., the American Federal of Government Employees (AFGE). Types of documents include agreements with EPA and unions and other entities, applications with pay statements and income tax returns, eligibility forms, child care provider forms, correspondence, and other related documents.

Excludes: The EPA Child Care Database which is scheduled separately.

DISPOSITION INSTRUCTIONS:**a. Record copy of agreements**

Disposable.

Break file upon expiration or termination of agreement. Keep inactive materials in office 2 years, then retire to FRC. Destroy 10 years after file break.

b. Record copy of other documentation

Disposable.

Break file annually. Destroy 2 years after file break.

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

Disposable.

Delete when record copy is generated.

ARRANGEMENT:

Arranged alphabetically by employee.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Privacy Act System #49

MEDIUM:

Paper, electronic

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

Public Law 107-67, Section 603, 40 U.S.C. Sec. 490b

5 CFR 792 Subpart B

REASONS FOR DISPOSITION:

The disposition for agreements (item a) is consistent with GRS 1, item 28. The dispositions are adequate for program administrative needs and auditing purposes.

AGENCY-WIDE GUIDANCE:

The Office of Administration and Resources Management (OARM) is responsible for program oversight and for ensuring the disposition instructions are followed. Contract records are covered in EPA 202. The EPA Child Care Database is covered by EPA 090.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

CONTROLLING UNIT:

Unit:

Office of Administration and Resources Management

Location:

Ariel Rios

Inclusive Dates:

2001-present

Volume on Hand (feet):**Annual Accumulation (feet or inches):****CONTACT POINT:****Contact:**

Cheryl Bentley

Mail Code:

3611A

Telephone:

202-564-0244

Office:

Office of Human Resources and Organizational Services

RELATED ITEMS:

EPA 090

EPA 202

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:**Approval Date EPA:****Approval Date NARA:****Entry Date:**

8/1/02

Last Modified:

10/6/03