

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-412-07-002**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

Item 1 was superseded by DAA-GRS-2013-0007-0006  
Item 2a.1 was superseded by DAA-0412-2013-0006-0001  
Item 2a.2 was superseded by DAA-0412-2013-0006-0001  
Item 3a.1 was superseded by DAA-0412-2013-0006-0001  
Item 3a.2 was superseded by DAA-0412-2013-0006-0001  
Item 4a.1.a was superseded by DAA-0412-2013-0017-0001  
Item 4a.1.b was superseded by DAA-0412-2013-0017-0001  
Item 4a.2.a was superseded by DAA-0412-2013-0017-0001  
Item 4a.2.b was superseded by DAA-0412-2013-0017-0001  
Item 4a.3.a was superseded by DAA-0412-2013-0017-0001  
Item 4a.3.b was superseded by DAA-0412-2013-0017-0001  
Item 5 was superseded by N1-412-08-016  
Item 6a.1 was superseded by DAA-0412-2013-0010-0001  
Item 6a.2 was superseded by DAA-0412-2013-0010-0001  
Item 6b was superseded by DAA-0412-2013-0010-0003  
Item 7a.1 was superseded by DAA-0412-2013-0005-0001  
Item 7a.2 was superseded by DAA-0412-2013-0005-0001  
Item 7b was superseded by DAA-0412-2013-0005-0003  
Item 8a. 1 was superseded by DAA-0412-2013-0010-0001  
Item 8a. 2 was superseded by DAA-0412-2013-0010-0001  
Item 9a was superseded by DAA-0412-2013-0017-0003

Date Reported: 09/07/2022

N1-412-07-002

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Item 9b was superseded by DAA-0412-2013-0017-0002  
Item 9c.1 was superseded by DAA-0412-2013-0017-0001  
Item 9c.2 was superseded by DAA-0412-2013-0017-0001  
Item 10a.1 was superseded by DAA-0412-2013-0010-0001  
Item 10a.2 was superseded by DAA-0412-2013-0010-0001  
Item 11a.1 was superseded by DAA-0412-2013-0007-0001  
Item 11a.2 was superseded by DAA-0412-2013-0007-0001  
Item 11b was superseded by DAA-0412-2013-0007-0002  
Item 11c was superseded by DAA-0412-2013-0007-0003  
Item 12a was superseded by DAA-0412-2013-0021-0004  
Item 12b.1 was superseded by DAA-0412-2013-0021-0001  
Item 12b.2 was superseded by DAA-0412-2013-0021-0001  
Item 13a.1 was superseded by DAA-0412-2013-0010-0001  
Item 13a.2 was superseded by DAA-0412-2013-0010-0001  
Item 13b was superseded by DAA-0412-2013-0010-0003

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		N1-412-07-2	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9/25/2006	
1 FROM (Agency or establishment)  U.S Environmental Protection Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER		5 TELEPHONE	DATE
John B. Ellis		202-566-1643	1/26/07
		ARCHIVIST OF THE UNITED STATES Rue Weinstein	
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 <del>33</del> 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/18/06	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <i>John B. Ellis</i>		TITLE 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)

1	EPA 029 Freedom of Information Act (FOIA) Annual Reports	N1-412-95-7/4
2	EPA 105 Management Studies	N1-412-94-2/16
3	EPA 106 Organizational Plans	NC1-74-118/2
4	EPA 134 National Environmental Policy Act (NEPA) Preparation Files	N1-412-99-2/2
5	EPA 135 309 Review and Comment Files	N1-412-99-2/3
6	EPA 149 Regulations, Standards, and Guidelines	N1-412-94-2/23
7	EPA 155 Reports to Congress and/or the President	N1-412-94-2/26
8	EPA 204 State and Other Entity Program Authorization and Approval Files	N1-412-94-2/33
9	EPA 207 Enforcement Action Files	N1-412-95-7/5
10	EPA 294 Administrative Records Pursuant to the Administrative Procedure Act	N1-412-99-16
11	EPA 334 Manuscripts of Articles Written by EPA Personnel	N1-412-94-2/43
12	EPA 461 International Activities and Agreements	N1-412-99-17
13	EPA 518 Rulemaking Committees	N1-412-94-2/47

24 1/30/07 Copies sent to Agency, NWMD, NWME, NWMS

# EPA Records Schedule 029

**Status:** Final, 02/29/2008

**Title:** Freedom of Information Act (FOIA) Annual Reports

**Program:** Environmental Information

**Applicability:** Headquarters

**Function:** 305-109-02-01 - FOIA

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/1

**Description:**

Consists of the report to the U.S. Department of Justice (DOJ) describing FOIA requests received and handled by the Agency. The report must be completed within four months after the end of each fiscal year and is compiled from information submitted by headquarters and regional FOI offices. The report is addressed to the DOJ Office of Information and Privacy and also made available to the public through the EPA FOIA and DOJ Web sites. The report includes the number of requests received, the number, reason for denial and appeal determinations, confidential business information determinations, disciplinary actions, Agency rules and regulations, amount of fees collected and fee schedule, administrative costs, compliance with time limitations information, and court actions.

**Disposition Instructions:**

**Item a(1):** Record copy - Nonelectronic

- **Permanent**
- Close inactive records after report submission.
- Transfer to the National Archives 20 years after file closure.

**Item a(2): Record copy - Electronic**

- **Permanent**
- Close inactive records after report submission.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3): Electronic copy of records transferred to the National Archives**

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

The FOI office in the Office of Environmental Information is responsible for maintaining the record copy according to disposition instructions. All other offices may destroy their copies when no longer needed.

FOIA requests files are scheduled as EPA 030. See EPA 031 for FOIA administrative files and reports, EPA 032 for FOIA appeals, and EPA 033 for FOIA control files. The Freedom of Information Act (FOIA) Tracking System is scheduled as EPA 263.

**Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention has not changed.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

The following items were deleted 08/14/2006:

- Item b - All other copies was deleted as nonrecords.
- Item c - Electronic copies created with word processing and electronic mail applications was deleted pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Environmental Information, Records, FOIA and Privacy Branch

- **Contact:** Larry Gottesman
- **Telephone:** 202-566-2162

**Related Schedules:**

EPA 030, EPA 031, EPA 032, EPA 033, EPA 263

**Previous NARA Disposal Authority:**

N1-412-95-7/4

**Entry:** 10/25/1994

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 105

**Status:** Final, 02/29/2008

**Title:** Management Studies

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 304-107 - Management Improvement

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1s412-07-2/2

**Description:**

Consists of staff studies; analyses of administrative policies and procedures; manpower surveys; organization and methods surveys and studies; activity, progress, management improvement, and other reports; and other related records.

**Disposition Instructions:**

**Item a(1):** Record copy - Nonelectronic

- **Permanent**
- Close file after completion of the study or report or when canceled.
- Transfer to the National Archives in 5 year blocks 20 years after file closure.

**Item a(2):** Record copy - Electronic

- **Permanent**
- Close file after completion of the study or report or when canceled.

- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

See EPA 145 for program development files. See EPA 005 for other types of special studies. Records that document the ongoing management of programs should be retained according to the disposition instructions for EPA 006.

Previously scheduled items combined into this schedule were for the following programs: Organization and Management, Regional Operations, Intergovernmental Liaison, Water, Solid Waste, Emergency and Remedial Response, Toxic Substances, Enforcement and Compliance Monitoring, Mobile Source, Air Quality Planning and Standards, International Activities, Regional Administrator and Staff, Research and Development, Pesticides, Radiation, Information and Resources Management, Legislative, and Public Affairs. Specific item numbers are cited below.

**Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item b for electronic copies created with word processing and electronic mail applications was deleted 08/15/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 005, EPA 006, EPA 145

**Previous NARA Disposal Authority:**

NC174-118/1 and 2, NC-412-76-3/1a, NC1-412-76-15/2, NC1-412-77-5/6, NC1-412-85-3/3, NC1-412-85-4/3, NC1-412-85-6/3, NC1-412-85-7/3, NC1-412-85-10/3, NC1-412-85-12/3, NC1-412-85-13/3, NC1-412-85-15/1a, NC1-412-85-14/3, NC1-412-85-16/3, NC1-412-85-22/7a and 24a, NC1-412-85-24/51, N1-412-86-1/3, N1-412-86-3/3, N1-412-87-2/3, N1-412-87-5/3, N1-412-94-2/16

**Entry:** 08/18/1991

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 106

**Status:** Final, 02/29/2008

**Title:** Organizational Plans

**Program:** Administration and Resources Management

**Applicability:** Headquarters

**Function:** 403-252 - Organization and Position Management

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/3

**Description:**

Records include correspondence relating to the establishment and reorganization of the Agency; mission, functions, and changes in organizational directives; functional statements; delegations of authority, including headquarters, regional and field offices.

**Disposition Instructions:**

**Item a(1):** Record copy - Nonelectronic

- **Permanent**
- Close inactive records when superseded or canceled.
- Transfer to the National Archives in 5 year blocks 20 years after file closure.

**Item a(2):** Record copy - Electronic

- **Permanent**
- Close inactive records when superseded or canceled.

- Transfer to the National Archives 5 years after file closure with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

This schedule covers only the official record maintained by the Office of Administration and Resources Management, Human Capital Management Division. Other organizations should use EPA 145 for program development files.

Copies incorporated into other files are to be retained according to the disposition instructions for the records they support. Management studies are scheduled as EPA 105.

**Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The previously approved retention (NC174-118/2) has not changed.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

**Custodians:**

Office of Administration and Resources Management, Human Capital Management Division

- **Contact:** Traci Quan
- **Telephone:** 202-564-2885

**Related Schedules:**

EPA 105, EPA 145

**Previous NARA Disposal Authority:**

NC174-118/2

**Entry:** 08/18/1991

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 134

**Status:** Final, 02/29/2008

**Title:** National Environmental Policy Act (NEPA) Preparation Files

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 108-025-08 - Compliance and Enforcement

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/4

**Description:**

Contains information related to the in-house preparation of environmental impact statements by EPA staff and consultants.

**Disposition Instructions:**

**Item a(1)(a):** Environmental impact statements (EISs) - Nonelectronic

Includes drafts, final, and any official supplemental EISs, record of decision, official reference material such as notices of intent and availability in the Federal Register, comments on EIS documents made by interested parties, special studies or supplemental material related to the EIS.

- **Permanent**
- Close inactive records upon preparation of record of decision or if project is withdrawn, upon official notification from the preparing office.
- Transfer to the National Archives 14 years after file closure.

**Item a(1)(b):** Environmental impact statements (EISs) - Electronic

Includes drafts, final, and any official supplemental EISs, record of decision, official reference material such as notices of intent and availability in the Federal Register, comments on EIS documents made by interested parties, special studies or supplemental material related to the EIS.

- **Permanent**

- Close inactive records upon preparation of record of decision or if project is withdrawn, upon official notification from the preparing office.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(1)(c):** Environmental impact statements (EISs) - Electronic copy of records transferred to the National Archives

Includes drafts, final, and any official supplemental EISs, record of decision, official reference material such as notices of intent and availability in the Federal Register, comments on EIS documents made by interested parties, special studies or supplemental material related to the EIS.

- **Disposable**

- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Item a(2)(a):** Environmental assessments (EAs) - Nonelectronic

Includes EA, Federal Register notices, findings of no significant impact (FONSI), any comments made by interested parties, special studies or supplemental material related to the EA.

- **Permanent**

- Close inactive records upon completion of EA.
- Transfer to the National Archives 14 years after file closure.

**Item a(2)(b):** Environmental assessments (EAs) - Electronic

Includes EA, Federal Register notices, findings of no significant impact (FONSI), any comments made by interested parties, special studies or supplemental material related to the EA.

- **Permanent**
- Close inactive records upon completion of EA.
- Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(2)(c):** Environmental assessments (EAs) - Electronic copy of records transferred to the National Archives.

Includes EA, Federal Register notices, findings of no significant impact (FONSI), any comments made by interested parties, special studies or supplemental material related to the EA.

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Item a(3)(a):** Categorical exclusions (CEs) - Nonelectronic

Includes CE, any documents related to the distribution of the CE, special studies or supplemental material related to the CE.

- **Permanent**
- Close inactive records upon completion of CE.
- Transfer to the National Archives 14 years after file closure.

**Item a(3)(b):** Categorical exclusions (CEs) - Electronic

Includes CE, any documents related to the distribution of the CE, special studies or supplemental material related to the CE.

- **Permanent**
- Close inactive records upon completion of CE.

- Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3)(c):** Categorical exclusions (CEs) - Electronic copy of records transferred to the National Archives

Includes CE, any documents related to the distribution of the CE, special studies or supplemental material related to the CE.

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

The office responsible for preparing the EIS, EA, or CE is responsible for maintaining the official record. All other copies may be destroyed when no longer needed.

309 review and comment files are scheduled as EPA 135. See EPA 057 for the Environmental Review Tracking System (ERP/ERTS). EIS files maintained by the headquarters Office of Federal Activities are covered in EPA 133.

**Reasons for Disposition:**

Disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided items a(1)-(3) into three subitems, a(1)(a)-(c), a(2)(a)-(c) and a(3)(a)-(c).
- Revised the titles of disposition items a(1)(a)-(c), a(2)(a)-(c) and a(3)(a)-(c).
- Revised the disposition instructions for items a(1)(c), a(2)(c) and a(3)(c).

Item b for electronic version of records created with word processing and electronic mail applications was deleted 08/16/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 057, EPA 133, EPA 135

**Previous NARA Disposal Authority:**

NC1-412-76-1/I/11, NC1-412-85-19/9, N1-412-99-2/2

**Entry:** 08/20/1991

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

**This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the [Records Help Desk](#).**

# EPA Records Schedule 135

**Status:** Draft, 03/30/2007

**Title:** 309 Review and Comment Files

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 108-025-08 - Compliance and Enforcement

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/5

## Description:

Contains documents used in review and coordination of EPA comments on projects that may impact on the environment.

## Disposition Instructions:

**Item a(1):** 309 review comment file

Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials.

- **Permanent**
- Close inactive records upon completion of project review after final comment issuance.
- Transfer nonelectronic records to the National Archives 20 years after file closure.
- Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.

**Item a(2):** 309 review report

Includes computer-generated data summarizing official 309 reviews, Federal Register notices, and other

associated materials.

- **Disposable**
- Close inactive records at end of reporting cycle.
- Destroy 15 years after file closure.

**Guidance:**

Each office acting as a principal reviewer under the Section 309 Policy Act Manual is responsible for maintaining the record copy.

Environmental impact statements are logged into the Environmental Review Tracking System (ERP/ERTS) - EPA 057. NEPA preparation files are scheduled as EPA 134.

Environmental assessments submitted to EPA that are not part of the 309 process may be filed as program management files scheduled as EPA 006.

Previous schedule items combined into this schedule were for the following programs: Enforcement and General Counsel, Regional Administrator, Federal Activities, Water, Toxic Substances, Mobile Source, Air and Hazardous Waste, Research and Development, and Pesticides. Specific item numbers are cited below.

**Reasons for Disposition:**

Disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

Item b for electronic copies created with word processing and electronic mail applications was deleted 08/16/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 006, EPA 057, EPA 134

**Previous NARA Disposal Authority:**

NC174-255/3, NC1-412-75-5/9, NC1-412-76-1/I/12, NC1-412-76-1/II/3, NC1-412-76-1/III/16, NC1-412-76-9/29, NC1-412-76-15/10, NC1-412-77-5/18, NC1-412-84-1/4 and 5, NC1-412-85-6/29, NC1-412-85-12/14, NC1-412-85-14/15, NC1-412-85-18/3, NC1-412-85-19/10, NC1-412-85-22/18, NC1-412-85-24/10, N1-412-94-2/20, N1-412-99-2/3

**Entry:** 08/21/1991

**EPA Approval:** 09/18/2006

**NARA Approval:** Pending

# EPA Records Schedule 149

**Status:** Final, 02/29/2008

**Title:** Regulations, Standards, and Guidelines

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 306-114 - Regulatory Creation

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/6

**Description:**

Files contain information relating to the development, review, and approval of published and unpublished rules and regulations pursuant to environmental legislation passed by Congress. Records include drafts of proposed regulations and guidelines, the final regulations and guidelines, public and internal comments including concurring and dissenting opinions, OMB request for comments, hearing transcripts, meeting minutes, background documents and other technical support material generated during the process to develop and approve the regulation, standard, or guideline, along with current indexes of documents both included and cited as precedent. Files may include confidential business information or other information to which access is restricted.

**Disposition Instructions:**

**Item a(1):** Published regulations, standards, and guidelines - Nonelectronic

- **Permanent**
- Close inactive records upon promulgation of rule or approval of guideline.
- Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.

**Item a(2):** Published regulations, standards, and guidelines - Electronic

- **Permanent**
- Close inactive records upon promulgation of rule or approval of guideline.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Published regulations, standards, and guidelines - Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Item b:** Unpublished regulations, standards, and guidelines

- **Disposable**
- Close inactive records upon decision to not publish the regulation, standard, or guideline.
- Destroy 10 years after file closure. If record is microform, destroy paper after quality assurance is completed.

**Guidance:**

This disposition covers all published and unpublished regulations, standards, and guidelines. The issuing office is responsible for implementing the disposition and ensuring that a permanent record is maintained. The official set of these records maintains those items specified in the Administrative Procedures Act and are to be sufficiently complete so that they can serve as the administrative record if necessary. Copies sent to EPA's electronic docket management system, the Federal Docket Management System (FDMS), are disposable as authorized under EPA 150. The FDMS itself is a government-wide Web-based portal; the system-specific schedule is EPA 152.

Reference copies should be destroyed when superseded. Working papers with no significant information should be destroyed when final rule is promulgated.

Microform copies are to be produced in accordance with NARA's standards in 36 CFR 1230.10 and 1230.20. If records are microformed, it is recommended that a silver as well as diazo sets are retained on site to simplify making copies.

Other schedules related to development of standards and regulations by states include: EPA 203 for state oversight; EPA 204 for program authorizations and approvals; EPA 217 for state implementation plans (SIPs); EPA 676 for development of enforcement and environmental standards by states; EPA 686 for development and enforcement of air and water standards by states. For administrative records for permits see EPA 210; for Superfund see EPA 019. Administrative records for other programs are covered in EPA 294. Dockets are scheduled as EPA 150. See EPA 154 for legislation. Rulemaking committees are covered in EPA 518.

Previous schedule items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, Toxic Substances, Air Quality Planning and Standards, Environmental Services, Pesticides, Assistance and Interagency Agreements, Radiation, Enforcement, Planning and Evaluation and Program Reporting. Specific item numbers are cited below.

#### **Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item c for electronic copies created with word processing and electronic mail applications was deleted 08/16/2006 pursuant to NARA Bulletin 2006-04.

#### **Custodians:**

Multiple units

#### **Related Schedules:**

EPA 019, EPA 150, EPA 152, EPA 154, EPA 203, EPA 204, EPA 210, EPA 217, EPA 294, EPA 518, EPA 676, EPA 686

#### **Previous NARA Disposal Authority:**

NC174-255/7a, b, c, NC-412-75-5/10, NC1-412-76-1/III/8, NC1-412-76-1/V/5, NC-412-76-3/6, NC-412-76-4/2, NC-412-76-8/1 and 9, NC1-412-76-9/22, NC1-412-77-5/9, NC1-412-78-10/7b, NC1-412-78-10/13a and b, NC1-412-82-10/9, NC1-412-82-12/9, NC1-412-84-1/13, 17a and b,

NC1-412-84-2/5, NC1-412-85-5/7, NC1-412-85-6/7a, b and c, NC1-412-85-7/13, NC1-412-85-10/14, NC1-412-85-12/13a, b and c, NC1-412-85-13/9d, e, f, NC1-412-85-14/16, NC1-412-85-15/5a and b, NC1-412-85-17/6, NC1-412-85-21/4, NC1-412-85-22/9, NC1-412-85-24/3, NC1-412-85-25/3, N1-412-86-1/7 and 10, N1-412-87-4/7, N1-412-94-2/23

**Entry:** 03/30/1992

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 155

**Status:** Final, 02/29/2008

**Title:** Reports to Congress or the President

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 303-100 - Congressional Liaison Operations

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/7

**Description:**

Consists of reports prepared by EPA and made to Congress or the President in accordance with the mandates of all environmental legislation. Report presents the objectives and accomplishments of the program, a summary of outstanding environmental problems in order of priority, recommendations for proposed legislation which is necessary in solving these problems, and plans for program activities during the next fiscal year.

**Disposition Instructions:**

**Item a(1):** Final report - Nonelectronic

- **Permanent**
- Close inactive records upon transmission to Congress or the President.
- Transfer to the National Archives in 5 year blocks 20 years after file closure.

**Item a(2):** Final report - Electronic

- **Permanent**

- Close inactive records upon transmission to Congress or the President.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Final report - Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Item b:** Work files

- **Disposable**
- Close inactive records upon transmission to Congress or the President.
- Destroy 6 years after file closure.

**Guidance:**

The office responsible for submitting the report is responsible for maintaining the record copy and transferring the permanent record to the National Archives.

Work files pertaining to the organization, design, construction, evaluation, and revision of the report generated by participating program offices are to be maintained by the program offices involved. These work files will vary according to the participation of the program and may include requests to form work groups, work plans, minutes of work group meetings, initial and corrected drafts of reports or parts of reports, distribution lists, and comments on drafts.

The annual report to the Congressional Joint Committee on Printing is covered by NARA's General Records Schedule 13, item 5.

Previous schedule items combined into this schedule were for the following programs: Water, Solid Waste, Emergency and Remedial Response, Facilities and Support Services, and Planning and Evaluation and Program Reporting. Specific item numbers are cited below.

**Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item c for electronic copies created with word processing and electronic mail applications was deleted 08/16/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC-412-75-2/V/4, NC-412-76-4/3 and 4, NC1-412-82-8/25, NC1-412-85-6/41, NC1-412-85-7/21, NC1-412-85-10/22, NC1-412-85-26/VIII/4, N1-412-87-4/8 and 9, N1-412-94-2/26, GRS 13/5

**Entry:** 03/30/1992

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 204

**Status:** Final, 02/29/2008

**Title:** State and Other Entity Program Authorization and Approval Files

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 304-104-03 - Delegation and Partnerships

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/8

**Description:**

Contains records that document the process for authorizing operation of a program by states and other entities in lieu of a federal program. Types of records include the application with background and supporting documentation, correspondence, copies of statutes and regulations, interim authorizations, and documentation of public participation activities. Also includes documents relating to EPA's review, evaluation, and determination of the program, development of enforcement and environmental standards, as well as authorization withdrawals as it applies to the initial program authorization and subsequent revisions.

**Disposition Instructions:**

**Item a(1):** Record copy - Nonelectronic

- **Permanent**
- Close inactive records at end of year or after new authorization is signed.
- Transfer to the National Archives in 5 year blocks 20 years after file closure.

**Item a(2):** Record copy - Electronic

- **Permanent**
- Close inactive records at end of year or after new authorization is signed.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

Also known as primacy files in the water program.

The record copy of these files is held by the Agency headquarters or regional office responsible for issuing the authorization to the state or other entity. This responsibility varies by statute and the level of authorization, but primarily, authorization is the responsibility of the regional office.

Draft applications may be destroyed after approval of final application. RCRA interim authorizations may be retired when the state or other entity receives final authorization.

On-site reference sets of these documents may be maintained by offices other than the office of responsibility to support on-going program activities. All other informational and review copies can be destroyed when superseded or no longer needed.

State implementation plans for the air program are covered in EPA 217. RCRA solid waste management plans are covered in EPA 201. Other records related to oversight of state programs are scheduled as EPA 203.

See EPA 686 for development and enforcement of air and water standards by states maintained by the Headquarters Office of Enforcement and Compliance Assurance and EPA 676 for development of enforcement and environmental standards by states maintained by the Office of General Counsel.

Specific legal citations include, but are not limited to:

- Resource Conservation and Recovery Act, as amended, Sections 3006, 9004
- Clean Water Act, as amended, Sections 401, 402, 404, 405

- Safe Drinking Water Act, as amended, Sections 1413, 1422, 1428
- Clean Air Act, as amended, Sections 1121 and 502 (et. seq.)
- 40 CFR Parts 121, 123, 142, 145, ~~147~~, ~~271~~, ~~281~~

### **Reasons for Disposition:**

Disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

The following items were deleted 08/17/2006:

- Item b for other copies was deleted as nonrecords.
- Item c for electronic copies created with word processing and electronic mail applications was deleted pursuant to NARA Bulletin 2006-04.

### **Custodians:**

Multiple units

### **Related Schedules:**

EPA 201, EPA 203, EPA 217, EPA 676, EPA 686

### **Previous NARA Disposal Authority:**

NC1-412-82-7/23, NC1-412-82-8/20, NC1-412-83-4/33, NC1-412-84-1/8, NC1-412-85-7/16, NC1-412-85-10/9, NC1-412-85-18/19 and 29, N1-412-94-2/33

**Entry:** 02/24/1992

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 207

**Status:** Final, 02/29/2008

**Title:** Enforcement Action Files

**Program:** All Programs, with exceptions

**Applicability:** Agency-wide

**Function:** 108-025-08 - Compliance and Enforcement

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/9

**Description:**

Includes all cases referred to Office of Regional Counsel or other offices with enforcement authority, for action against a pollution source or discharger. Includes correspondence, meeting documentation, inspections, field notebooks, evaluations, documentation of administrative actions including notices of violation, notices of deficiency, information requests, warning letters, administrative compliance orders, documentation of civil and criminal actions; corrective action orders, attorney work products, case summaries, pleadings, state and local enforcement records, settlement documents including consent decrees.

Excludes: Superfund site-specific and oil spill site-specific enforcement actions scheduled as EPA 025 and EPA 480, respectively.

**Disposition Instructions:**

**Item a:** Administrative case files where no legal actions are required

- **Disposable**
- Close inactive records upon settlement or closing of case.
- Destroy 10 years after file closure.

**Item b:** Judicial case files where routine legal actions are required

- **Disposable**
- Close inactive records upon settlement or closing of case.
- Destroy 20 years after file closure.

**Item c(1):** Landmark or precedent cases - Nonelectronic

Includes cases as designated by the Regional Administrator's designee.

- **Permanent**
- Close inactive records upon settlement or closing of case.
- Transfer to the National Archives in 5 year blocks 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.

**Item c(2):** Landmark or precedent cases - Electronic

Includes cases as designated by the Regional Administrator's designee.

- **Permanent**
- Close inactive records upon settlement or closing of case.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item c(3):** Landmark or precedent cases - Electronic copy of records transferred to the National Archives

Includes cases as designated by the Regional Administrator's designee.

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

The unit with enforcement authority is responsible for maintaining the record copy and implementing the disposition, including selecting landmark cases for recommendation to the Regional Administrator or the Regional Administrator's designee. Examples of possible landmark cases would be cases that may have the largest award, or the first case of the kind or some other special distinction, or results in a legal precedent. A landmark case may establish or affirm Agency policy with respect to environmental actions of national importance (e.g., banning a hazardous substance) or other actions affecting EPA's relationship with an entire industry or major pollution source.

Records may include financial assurance documents, "ability to pay" documents, and negotiable instruments such as letters of credit and stock certificates. Original negotiable instruments must be protected and kept in fireproofed locked containers such as a safe. Copies of the negotiable instruments may be kept in the related files.

Copies of these records incorporated into other files (e.g., with site or facility files) are to be retained according to the disposition instructions for the records they support

The Sample Management System used to track enforcement action sample data is scheduled as EPA 062 - Lab Automation System (LBAU). See EPA 205 for permits for programs other than RCRA and EPA 478 for RCRA. See EPA 206 for RCRA corrective actions. Administrative records relating to permits are covered in EPA 210. Compliance files are to be retained in accordance with EPA 211. Other program facilities files are scheduled as: EPA 215 for underground storage tanks; EPA 220 for radiation; EPA 225 for pesticides; and EPA 227 for toxic substances. Criminal investigation records are covered in EPA 208 and criminal enforcement counsel in EPA 683.

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. It is recommended that the office retain a silver as well as a diazo set of microformed records on site to simplify making copies.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

**Reasons for Disposition:**

Disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided item c into three subitems, c(1)-(3).
- Revised the titles of disposition items c(1)-(3).
- Revised the disposition instruction for item c(3).

Item d for electronic copies created with word processing and electronic mail applications was deleted pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 025, EPA 062, EPA 205, EPA 206, EPA 208, EPA 210, EPA 211, EPA 215, EPA 220, EPA 225, EPA 227, EPA 478, EPA 480, EPA 683

**Previous NARA Disposal Authority:**

NC1-412-76-1/IV/3 (TN28-D4/3), NC1-412-85-20/5, N1-412-95-7/5

**Entry:** 02/24/1992

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 294

**Status:** Final, 02/29/2008

**Title:** Administrative Records Pursuant to the Administrative Procedure Act

**Program:** All Programs, with exceptions

**Applicability:** Agency-wide

**Function:** 108-025-08 - Compliance and Enforcement

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/10

**Description:**

The purpose of the administrative record is to document EPA's administrative actions, including, but not limited to, rulemaking. It consists of the non-deliberative documents or materials that the decision-maker considered either directly or indirectly in making the decision at issue, including information contrary to the Agency's position. It contains meeting notes and summaries, correspondence, press releases, reports, and public comments. The records are available to the public except for information excluded by statute.

Excludes: Superfund site-specific administrative records covered by EPA 019 and administrative records for permits covered by EPA 210.

**Disposition Instructions:**

**Item a(1):** Record copy - Nonelectronic

- **Permanent**
- Close inactive records at the conclusion of a significant action.
- Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.

**Item a(2): Record copy - Electronic**

- **Permanent**
- Close inactive records at the conclusion of a significant action.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3): Electronic copy of records transferred to the National Archives**

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

The Project Manager in the program office is responsible for establishing and maintaining a file that contains a comprehensive history and includes all background studies, comments, reference materials, working materials, and deliberative materials. Dockets are scheduled as EPA 150.

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

**Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Updated the description.
- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

The following items were changed or deleted 08/18/2006:

- Item a - Record copy (microfilmed or paper) and Item b - Paper copy (microfilmed) were combined as Item a - Record copy.
- Item c - Electronic copies created with word processing and electronic mail applications was deleted pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 019, EPA 150, EPA 210

**Previous NARA Disposal Authority:**

N1-412-99-16

**Entry:** 03/16/1994

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 334

**Status:** Final, 02/29/2008

**Title:** Manuscripts of Articles Written by EPA Personnel

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 305-109-02-04 - Provide Public Information, Education and Outreach

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/11

**Description:**

Records consist of original drafts of articles submitted to professional, trade, and commercial magazines for publication. Records include manuscripts awaiting publication as well as those published. May also contain reprints of published articles.

**Disposition Instructions:**

**Item a(1):** Final drafts of manuscripts related to EPA's environmental missions - Nonelectronic

- **Permanent**
- Close inactive records at end of year.
- Transfer to the National Archives in 5 year blocks 20 years after file closure.

**Item a(2):** Final drafts of manuscripts related to EPA's environmental missions - Electronic

- **Permanent**
- Close inactive records at end of year.

- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Final drafts of manuscripts related to EPA's environmental missions - Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Item b:** Final drafts of manuscripts not related to EPA's environmental missions

- **Disposable**
- Close inactive records at end of year.
- Destroy 10 years after file closure.

**Item c:** Working papers and background materials

- **Disposable**
- Close inactive records upon publication.
- Keep 2 years, then destroy.

#### **Guidance:**

Other publications and promotional items are scheduled as EPA 250. Presentations and speeches are covered in EPA 140.

The originating office is responsible for implementing the disposition instructions in this schedule unless the articles are submitted to the Office of Public Affairs.

#### **Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. File closure instructions have changed, but the previously approved retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

The following disposition items were renumbered or changed 08/18/2006:

- Item a(1) - Final drafts of programmatic or mission-related manuscripts renumbered as Item a and renamed as Final drafts of manuscripts related to EPA's environmental mission.
- Item a(2) - Final drafts of non-programmatic or non-mission-related manuscripts renumbered as Item b and renamed as Final drafts of manuscripts not related to EPA's environmental missions.
- Item b - Working papers and background materials renumbered as Item c.
- Item c - Electronic copies created with word processing and electronic mail applications deleted pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 140, EPA 250

**Previous NARA Disposal Authority:**

NC-412-75-6/13, NC-412-75-9/2, NC1-412-76-9/75, NC1-412-85-24/13, N1-412-94-2/43

**Entry:** 09/01/1992

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 461

**Status:** Final, 02/29/2008

**Title:** International Activities and Agreements

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 114-041-01 - International Environmental Cooperation and Agreements

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/12

**Description:**

Includes documentation related to the international activities of the Agency's programs. Records consist of bilateral and cooperative research agreements and supporting documentation, correspondence, meeting notes and minutes, conference and symposia materials, and records related to multilateral organizations such as the United Nations Environmental Program, the Intergovernmental Maritime Consultative Organization, the World Health Organization, and others.

**Disposition Instructions:**

**Item a:** Routine activities and agreements

- **Disposable**
- Close inactive records upon termination of agreement or at end of year.
- Destroy 6 years after file closure.

**Item b(1):** Significant activities and agreements - Nonelectronic

- **Permanent**

- Close inactive records upon termination of agreement or at end of year.
- Transfer to the National Archives 20 years after file closure.

**Item b(2): Significant activities and agreements - Electronic**

- **Permanent**
- Close inactive records upon termination of agreement or at end of year.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item b(3): Significant activities and agreements - Electronic copy of records transferred to the National Archives**

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

Examples of significant activities and agreements are those which changed EPA policies or practices, or generated great media attention (e.g., the Exxon Valdez oil spill).

The record copy of international agreements maintained by the Office of International Affairs is scheduled as EPA 379 for bilateral programs.

**Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided item b into three subitems, b(1)-(3).
- Revised the titles of disposition items b(1)-(3).
- Revised the disposition instruction for item b(3).

The following items were renumbered or deleted in the 08/21/2006 version:

- Item a(1) - Record copy of routine activities and agreements renumbered as Item a.
- Item a(2) - Record copy of significant activities and agreements renumbered as item b.
- Item b - Electronic copies created with word processing and electronic mail applications deleted pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 379

**Previous NARA Disposal Authority:**

NC1-412-75-6/4, NC1-412-76-7/24, NC1-412-77-5/7, NC1-412-82-12/2, NC1-412-85-6/54, NC1-412-85-7/6, NC1-412-85-10/7, NC1-412-85-22/25, N1-412-99-17

**Entry:** 02/26/1993

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007

# EPA Records Schedule 518

**Status:** Final, 02/29/2008

**Title:** Rulemaking Committees

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 306-114 - Regulatory Creation

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-2/13

**Description:**

Includes records of rulemaking committees and work groups. Records consist of meeting notes, organizing charter, reports, and correspondence pertaining to policy matters.

**Disposition Instructions:**

**Item a(1):** Published regulations, standards, and guidelines - Nonelectronic

- **Permanent**
- Close inactive records when committee superseded or canceled.
- Transfer to the National Archives 20 years after file closure.

**Item a(2):** Published regulations, standards, and guidelines - Electronic

- **Permanent**
- Close inactive records when committee superseded or canceled.

- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Published regulations, standards, and guidelines - Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Item b:** Unpublished regulations, standards, and guidelines

- **Disposable**
- Close inactive records when committee superseded or canceled.
- Destroy 10 years after file closure.

#### **Guidance:**

Disposition is to be applied by committee chair who designates the official copy of committee records and custodian.

Regulations, standards, and guidelines are scheduled as EPA 149 and dockets as EPA 150.

Other committee files are covered by the following schedules: EPA 180 for committee management records for Federal Advisory Committee Act (FACA) committees; EPA 181 for FACA advisory groups; EPA 186 for interagency committee records not related to FACA; EPA 187 for intra-agency and internal committees; EPA 188 for the Quality and Information Council; EPA 525 for congressional committees (maintained by the Office of Congressional and Intergovernmental Relations); and EPA 737 for CIO committee records

#### **Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).

- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item c for electronic copies created with word processing and electronic mail applications deleted 08/22/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 149, EPA 150, EPA 180, EPA 181, EPA 186, EPA 187, EPA 188, EPA 525, EPA 737

**Previous NARA Disposal Authority:**

NC1-412-78-10/13c, NC1-412-84-1/17c, N1-412-94-2/47

**Entry:** 07/06/1993

**EPA Approval:** 09/18/2006

**NARA Approval:** 01/26/2007