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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>N1-412-07-3</i> | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | DATE RECEIVED <i>10-12-2006</i> | |
| 1. FROM (Agency or establishment) U.S. Environmental Protection Agency | | 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 Adisposition not approved or Awithdrawn in column 10. | |
| 2 MAJOR SUBDIVISION | | | |
| 3 MINOR SUBDIVISION | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER John B. Ellis | 5 TELEPHONE 202-566-1643 | DATE <i>8/6/07</i> | ARCHIVIST OF THE UNITED STATES <i>Allen L. ...</i> |
| 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 ___ 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 <i>10/2/2006</i> | 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 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |

Grant and Other Agreement Oversight

N1-412-03-8

SA 8/20/07 Copies sent to Ager, NWMD, NUNWA, NUCTC, NR

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 183

Status: Draft, 02/09/2007

Title: Grant and Other Agreement Oversight

Program: Grants

Applicability: Agency-wide

Function: 205 - Federal Financial Assistance

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.

- N1-412-07-3

Description:

Records include correspondence, reports, policies and procedures, office-specific plans, and other documentation relating to the implementation of the post-award monitoring, evaluation, and oversight of grants and other assistance agreements.

Excludes: Records relating to the day-to-day administration of grants and agreements which are scheduled as EPA 001, EPA 003, and EPA 232.

Disposition Instructions:

Item a: Superfund site-specific

- **Disposable**
- Close inactive records at end of reporting period.
- Destroy 30 years after file closure.

Item b: Other than Superfund site-specific

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

Guidance:

The Grants Management Offices (GMOs) receive final certification of project completion from project officers. The GMOs are responsible for requesting final audits if applicable and required for closeout.

Grants specialists and grants management officers should maintain a record of all evaluative on-site visits and/or desk review protocols and reports in the official project files covered by the following schedules:

- EPA 001 - Grants and Other Program Support Agreements - Superfund Site-Specific
- EPA 003 - Grants and Other Program Support Agreements (other than Superfund site-specific)
- EPA 232 - Waste Water Construction and State Revolving Fund Grants

See the following documents for additional information on EPA's post-award grant policies and procedures:

Interim EPA Order 5700.6 - Policy on Compliance, Review and Monitoring

The Integrated Grants Management System (IGMS) is covered by EPA 009 and the Grants Information and Control System (GICS) is covered by EPA 575.

Reasons for Disposition:

The schedule was originally approved as N1-412-03-8. The retention for item b - Record copy - other than Superfund site-specific has been extended to 10 years in accordance with 31 U.S.C. 3731, the statute of limitations on civil false claims cases.

Item d for electronic copies created with word processing and electronic mail applications was deleted 08/14/2006 pursuant to NARA Bulletin 2006-04.

The following item deleted in the 09/07/2006 version: Item c - Record copy - Tribal because it is covered by item b.

Custodians:

Multiple units

Related Schedules:

EPA 001, EPA 003, EPA 009, EPA 232, EPA 244, EPA 575

Previous NARA Disposal Authority:

N1-412-03-8

Entry: 11/20/2000

EPA Approval: 10/02/2006

NARA Approval: Pending