

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 313

Status: Draft, 01/31/2008

Title: Privacy Act Reports Files

Program: Environmental Information

Applicability: Headquarters

Function: 404-142-02 - Data Collection

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.

- N1-412-07-13

Description:

Contains recurring reports and one-time information requirements relating to implementation of the Act, including annual reports to the Congress of the United States, the Office of Management and Budget, etc.

Disposition Instructions:

Item a(1): Annual reports - Nonelectronic

- **Permanent**
- Close inactive records when report is completed.
- Transfer to the National Archives in 5 year blocks 15 years after file closure.

Item a(2): Annual reports - Electronic

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

Item a(3): Annual reports - 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: Other reports

- **Disposable**
- Close inactive records when report is completed.
- Keep 2 years after file closure, then destroy.

Guidance:

Privacy Act reports maintained by other offices and Privacy Act administrative files maintained by all offices are scheduled as EPA 113.

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 01/31/2008 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 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Environmental Information, Office of Information Collection, Records, FOIA, and Privacy Branch

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Related Schedules:

EPA 113

Previous NARA Disposal Authority:

N1-412-86-3/17

Entry: 03/05/1992

EPA Approval: 11/17/2006

NARA Approval: Pending