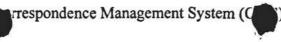
					6	
REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER N/-4/2-07-37		
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408.				DATE RECEIVED 1/11/07		
FROM (Agency or establishment)				NOTIFICATION TO AGENCY		
U.S. Environmental Protection Agency				In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including		
2. MAJOR SUBDIVISION						
3. MINOR SUBDIVISION				amendments, is approved except for items that may be marked Adisposition not approved≅ or Awithdrawn≅ in column 10.		
4. NAME OF PERSON WITH WHOM TO CONFER		5. TELEPHONE	DAT	70. .	ARCHIVIST OF THE	
John B. Ellis		202-566-1643	E1/2	788	Alle Wa	-inst-
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 record proposed for disposal on the attached 3 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, is not required; is attached; or has been requested. DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE						
1-P-87 John Ellis & MUNOL DULLUM A			Agency i	gency Records Officer		
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION					10. ACTION TAKEN (NARA USE ONLY)
EPA	077 Correspondence Mana	gement System (CMS)		•	



EPA@Work

National Records Management Program

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the <u>Records Help Desk</u>.

EPA Records Schedule 077

Status: Development, 11/07/2006

Title: Correspondence Management System (CMS)

Program: All Programs

Applicability: Agency-wide

Function: 404-141-02 - Document Tracking

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.

Pending

Description:

The Correspondence Management System (CMS) is an electronic document management system that captures, stores, routes, and tracks correspondence, responses, and supporting documents. The system is available for use Agency-wide. Documents are either scanned or keyed into the system and routed through the review and approval process. The system has predefined templates for responses and can import documents from other databases. After signature, the final signed document is scanned into the system.

All data from the predecessor system, National Correspondence Tracking and Information Management System (NCTIMS), was migrated to CMS in October 2004.

Disposition Instructions:

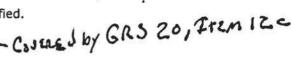
Item a: Electronic software

- Disposable
- Keep for the length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then delete when superseded or obsolete.



- Disposable
- Delete when data has been transferred and verified.

Item c: Electronic data



- Disposable
- · Keep for the length of time required by the applicable records schedule.

"Item d: Output and reports

- Disposable
- · File with related records and follow instructions for related records.

-Covered by GRS20, Item 13

Item e: System documentation

- Disposable
- Keep for the length of time necessary to ensure access to and use of the electronic records throughout the authorized retention period, then delete when superseded or obsolete— Covered by GRS 20,

Guidance:

Until EPA's electronic content management system (ECMS) (EPA's electronic recordkeeping system) is capable of interfacing with CMS and begins accepting CMS content, or until CMS implements an appropriate records management module, CMS is not considered a recordkeeping system. Therefore, record copies of all correspondence in the system, including attachments, must be printed and filed in a paper recordkeeping system.

General correspondence is covered by EPA 127. See EPA 141 for Controlled and Major Correspondence.

Reasons for Disposition:

CMS helps EPA meet several GPRA goals such as timely availability of information. Disposition of the data is based on the approved schedules related to the individual document created or entered into the system.

Item f for electronic copies created with word processing and electronic mail applications deleted in 11/07/2006 version pursuant to NARA Bulletin 2006-04.

Custodians:

Office of the Administrator, Office of the Executive Secretariat

Contact: Brian T. HopeTelephone: 202-564-8212



Related Schedules:

EPA 127, EPA 141

Previous NARA Disposal Authority:

None

Entry: 05/16/2006

EPA Approval: Pending

NARA Approval: Pending

Explanation of Schedule Fields | Find More Schedules Guidance on Retiring Records

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Last updated on Friday, December 1st, 2006 URL: http://intranet.epa.gov/records/schedule/devel/077.htm