

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-07-62</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6/18/07</i>	
1. FROM (Agency or establishment)  U.S. Environmental Protection Agency		<b>NOTIFICATION TO AGENCY</b>  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  Personnel			
3. MINOR SUBDIVISION  Headquarters and Agency-wide			
4. NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis	5. TELEPHONE  202-566-1643	DATE <i>3/6/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 10 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>6/15/07</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 GRS OR SUPERSEDED JOB CITATION	10.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)

1.	EPA 100 Appointee Clearance and Vetting Files	N1-412-99-14/2	
2.	EPA 118 Child Care Tuition Assistance Program Records	N1-412-04-1	
3.	EPA 554 Agency Personnel Folders- Public Health Service Commissioned Corps Personnel	NC1-412-85-28/4	
4.	EPA 563 Performance Rating Appeals	<del>NC1-412-85-28/13e</del> <i>NC-412-75-4/10c</i> *	
5.	EPA 570 Intergovernmental Personnel Act (IPA) Assignment Files	NC1-412-85-28/21	
		<i>* Updated per email of 1/6/2009 from Sandy York Hw. 1/7/09</i>	
115-109	PREVIOUS EDITION NOT USABLE	<b>STANDARD FORM SF 115 (REV. 3-91)</b> Prescribed by NARA 36 CFR 1228	

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

# EPA Records Schedule 100

**Status:** Development, 06/30/2007

**Title:** Appointee Clearance and Vetting Files

**Program:** Personnel

**Applicability:** Headquarters

**Function:** 403-251-02 - Acquire Personnel

## **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:**

Files consist of records resulting from liaison with the White House to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment, resumes, background information about individuals, financial disclosure forms, security clearances, notifications of personnel action, White House clearance checklists, and other documentation relating to the selection, clearance, and appointment of political appointees.

## **Disposition Instructions:**

### **Item a: Appointees**

- **Disposable**
- Destroy at the end of the Presidential administration during which the individual is hired, except for any original material appropriate for filing in OPFs, which should be placed in those files.

### **Item b: Non-appointees**

- **Disposable**
- Close inactive records on termination of consideration.
- Destroy 1 year after closure but not later than the end of the Presidential administration during which the individual is considered.

**Guidance:**

Correspondence related to offering appointments to potential employees is scheduled as EPA 557.

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 has not changed.

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

**Custodians:**

Office of Administration and Resources Management, Human Capital Management Division

- **Contact:**
- **Telephone:**

**Related Schedules:**

EPA 557

**Previous NARA Disposal Authority:**

N1-412-99-14/2

**Entry:** 12/07/1995

**EPA Approval:** Pending

**NARA Approval:** Pending

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# EPA Records Schedule 118

**Status:** Development, 06/30/2007

**Title:** Child Care Tuition Assistance Program Records

**Program:** Personnel

**Applicability:** Agency-wide

**Function:** 403-254 - Benefits Management

## 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:

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, Office of Human Resources, 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: EPA Child Care Database (EPA 090).

## Disposition Instructions:

### Item a: Agreements

- **Disposable**
- Close inactive records upon expiration or termination of agreement.
- Destroy 10 years after file closure.

### Item b: Other documentation

- **Disposable**
- Close inactive records at end of year.
- Destroy 2 years after file closure.

**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.

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

Specific legal citations include:

- Public Law 107-67, Section 603, 40 U.S.C. Sec. 490b
- 5 CFR Part 792 Subpart B
- EPA Privacy Act System #49

**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.

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

**Custodians:**

Office of Administration and Resources Management, Office of Human Resources

- **Contact:** Cheryl Bentley
- **Telephone:** 202-564-0244

**Related Schedules:**

EPA 090, EPA 202

**Previous NARA Disposal Authority:**

N1-412-04-1

**Entry:** 08/01/2002

**EPA Approval:** Pending

**NARA Approval:** Pending

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

## **EPA Records Schedule 554**

**Status:** Development, 06/30/2007

**Title:** Agency Personnel Folders - Public Health Service Commissioned Corps Personnel

**Program:** Personnel

**Applicability:** Agency-wide

**Function:** 403-251-03 - Perform Personnel Actions

### **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:**

Documents accumulated to provide a record of status and service of personnel temporarily assigned to EPA. The Public Health Service (PHS) personnel office specifies the "duplicate" documents to be maintained by non-PHS agencies.

### **Disposition Instructions:**

**Item a:** Record copy

- **Disposable**
- Close inactive records upon transfer or separation.
- Destroy 2 years after file closure.

### **Guidance:**

This item is to be applied by personnel offices. Other official personnel folders (OPFs) are scheduled as EPA 553.

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 has not changed.

Item b 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 553

**Previous NARA Disposal Authority:**

NC1-412-85-28/4

**Entry:** 07/27/1993

**EPA Approval:** Pending

**NARA Approval:** Pending

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

# EPA Records Schedule 563

**Status:** Development, 06/30/2007

**Title:** Performance Rating Appeals

**Program:** Personnel

**Applicability:** Agency-wide

**Function:** 403-255-04 - Manage Performance

## **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:**

Contains performance rating appeals files, including copies of employee's appeals of performance rating, copies of decisions rendered and other material pertaining to the case.

## **Disposition Instructions:**

**Item a:** Record copy

- **Disposable**
- Close inactive records at end of year in which final decision is made.
- Destroy 3 years after file closure.

## **Guidance:**

Employee performance file system records are covered in EPA 107. See EPA 553 for official personnel folders (OPF) for civilians, and EPA 554 for Public Health Service Corps commissioned personnel.

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 has not changed.

Item b 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 107, EPA 553, EPA 554

**Previous NARA Disposal Authority:**

NC-412-75-4/10c, NC1-412-85-28/13c

**Entry:** 07/30/1993

**EPA Approval:** Pending

**NARA Approval:** Pending

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

# EPA Records Schedule 570

**Status:** Development, 06/30/2007

**Title:** Intergovernmental Personnel Act (IPA) Assignment Files

**Program:** Personnel

**Applicability:** Agency-wide

**Function:** 403-251-02 - Acquire Personnel

**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:**

Consists of records documenting the temporary assignment of personnel between the federal government and state or local governments, institutions of higher education, Indian tribal governments, and other eligible organizations.

## **Disposition Instructions:**

**Item a:** Record copy

- **Disposable**
- Close inactive records upon termination of assignment.
- Destroy 2 years after file closure.

## **Guidance:**

## **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.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/23/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-85-28/21

**Entry:** 08/03/1993

**EPA Approval:** Pending

**NARA Approval:** Pending