Schedule Number: N1-412-07-069

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Item 1 was superseded by DAA-0412-2013-0011-0002

Item 2a was superseded by DAA-0412-2013-0020-0003

Item 2b is non-record material

Item 3a was superseded by DAA-0412-2013-0020-0004

Item 4 was superseded by DAA-GRS-2017-0007-0006, DAA-GRS-2019-0004-0001 and DAA-GRS-2016-0015-0002

Item 5 was superseded by DAA-0412-2013-0020-0002

Item 6a1 was superseded by DAA-0412-2013-0015-0001

Item 6a2 was superseded by DAA-0412-2013-0015-0001

Item 6b was superseded by DAA-0412-2013-0015-0003

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER N1-412-07-69

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED 8/16/07

1. FROM (Agency or establishment)

U.S. Environmental Protection Agency

2. MAJOR SUBDIVISION

Office of the Chief Financial Officer

3. MINOR SUBDIVISION

Agency-wide and Headquarters

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.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
John B. Ellis	202-566-1643	6/27/08	[signature]

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 13 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
8/13/07	John B. Ellis [signature]	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 GRS OR SUPERSEDED JOB CITATION	10.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 276 (Item a(2)) Time and Attendance Records	NC1-412-85-27/II/2	
2.	EPA 280 Payroll Support	NC1-412-85-27/II/1	
3.	EPA 282 Payroll Control	NC1-412-85-27/II/3	
4.	EPA 283 Pay Folders	NC1-412-85-27/II/4	
5.	EPA 289 External Accounting Reports as Required by Government-wide Regiulations	NC1-412-85-27/III/5	
6.	EPA 658 Audit Resolution	N1-412-97-1/2	

SA 6/30/08 Copies Sent to Agy, NWMD, NWMW, NWCT2P

115-109 NSN 7540-00-634-4065 PREVIOUS EDITION NOT USABLE NR, NWCT-2R STANDARD FORM SF 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

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 276

Status: Draft, 01/31/2008

Title: Time and Attendance Source Records

Program: Financial Management

Applicability: Agency-wide

Function: 402-126 - Payments

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.

- General Records Schedule 2/7 (Item a(1))
- N1-412-07-69/1 (Item a(2))

Description:

Contains forms for payroll processing and preparation, including time and attendance records upon which leave input data is based, such as time or sign-in sheets; timekeeper signature cards (EPA 2560-1), time cards (EPA 2565-1); leave and earnings statements (EPA 2560-25); payroll error notice (EPA 2560-2); flexitime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, and related documents upon which leave input data is based.

Excludes: Leave records scheduled as EPA 279.

Disposition Instructions:

Item a(1): Source records maintained by Washington Finance Center

- **Disposable**
- Destroy after GAO audit or when 6 years old, whichever is sooner.

Item a(2): Source records - Copies maintained by other offices

- **Disposable**
- Close inactive records at end of pay period.
- Destroy 1 year after file closure.

Item b: (Reserved)

Guidance:

The Washington Finance Center is responsible for maintaining the record copy of source records sent to them in accordance with item a(1). Any source records covered by item a(1) which are kept in the local office and not sent to headquarters are also to be maintained in accordance with the disposition instructions for a(1).

For other copies (e.g., the timekeepers copy and convenience copies held by the employee, payroll, or other offices) use disposition instructions, item a(2), except in cases where: (1) They are filed as part of a related series; (e.g., copies of time and attendance records used for Superfund cost recovery would be disposed of in accordance with the disposition instructions for the cost recovery records, EPA 024.) or (2) There are discrepancies or errors in time card information. If the records are kept past the approved retention period because of discrepancies or errors, they are to be destroyed after the problem is resolved.

Designated agents responsible for time and attendance input see EPA 573, item b.

Official leave records prepared upon transfer or separation of employees are filed in the official personnel folder (OPF), covered in EPA 553 for official personnel folders (OPF) for civilians, or EPA 554 for Agency personnel folders for Public Health Service commissioned corps personnel. Other leave records are covered in EPA 279.

The record copy of electronic forms submitted for approval via the E-Forms system must be printed and filed in the paper recordkeeping system after approval (or filed in the electronic recordkeeping system when one is implemented). The E-Forms system is covered by EPA 004.

Supervisors' personnel files are covered in EPA 122. Other records related to payroll include: EPA 280 for payroll support, EPA 282 for payroll control, EPA 283 for pay folders, EPA 284 for payroll system reports, EPA 573 for the EPA Payroll System (EPAYS). PeoplePlus is scheduled as EPA 300.

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 36 CFR 1230.20. Destroy paper records after quality assurance is completed.

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

Reasons for Disposition:

The disposition instructions for item a(2) have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention for item a(2) was previously approved in schedule NC1-412-85-27, item II/2. The retention has not changed.

The following change was made in the 01/31/2008 version:

- Changed the title of the schedule to conform to GRS 2, item 7.
- Revised the title of disposition item a(2).
- Deleted item b for Input records since it is covered in EPA 573, item b.

Item c for electronic mail and word processing system copies deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 004, EPA 024, EPA 122, EPA 279, EPA 280, EPA 282, EPA 283, EPA 284, EPA 300, EPA 553, EPA 554, EPA 573

Previous NARA Disposal Authority:

NC1-412-85-27/II/2

Entry: 04/07/1993

EPA Approval: 08/13/2007

NARA Approval: Varies

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 280

Status: Development, 08/31/2007

Title: Payroll Support

Program: Financial Management

Applicability: Agency-wide

Function: 402-126 - Payments

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 employee status reports for employee's earning statement data. The report is prepared biweekly, quarterly, and annually.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records at end of pay cycle.
- Destroy 56 years after file closure.

Item b: All other copies

- **Disposable**
- Close inactive records at end of pay cycle.
- Destroy immediately after file closure.

Guidance:

The record copies are maintained by the Washington Finance Center and are retained in accordance with disposition instructions for item a. All other copies held in all other offices are to be retained in accordance with disposition instructions for item b.

Other payroll related records are scheduled as follows: EPA 276 for time and attendance records, EPA 282 for payroll control, EPA 283 for pay folders, EPA 284 for payroll system reports, EPA 300 for PeoplePlus, EPA 573 for the EPA Payroll System (EPAYS).

Records containing personal information must be shredded or otherwise definitively destroyed to protect confidential information.

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.

Custodians:

Office of the Chief Financial Officer, Washington Finance Center

- **Contact:** Tim Doss
- **Telephone:** 202-564-2939

Related Schedules:

EPA 276, EPA 282, EPA 283, EPA 284, EPA 300, EPA 573

Previous NARA Disposal Authority:

NC1-412-85-27/II/1

Entry: 08/16/1993

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 282

Status: Development, 08/31/2007

Title: Payroll Control

Program: Financial Management

Applicability: Agency-wide

Function: 402-126 - Payments

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 the following records: EPAYS control worksheet and all EPAYS pay period reconciliation reports (#354, 360, 366, 368, 371, 376, 383, 384, 385, 386, 387, 394, 442, 453, 482, 483, 497, 498, and 576); redistribution of disbursement between appropriations; SF-224 plus worksheet and reconciling reports; allowance holder report of payroll distribution, RCB-3A, prepared biweekly; employee payroll charges and manhours by project (account number), RCM-7, prepared quarterly; payroll cost report, RCB-3, prepared biweekly; cumulative payroll distribution and manhours by program, EPA-15, prepared monthly; net check listing report, EPAYS-365, prepared biweekly; and similar reports.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records at end of year.
- Destroy 3 years after file closure or audit by GAO, whichever is earlier.

Guidance:

The Washington Finance Center in the Office of the Chief Financial Officer is responsible for the record copy and implementing the disposition instructions. All other copies held in all other offices should be destroyed when no longer needed.

The EPA Payroll System (EPAYS) is scheduled as EPA 573 and PeoplePlus as EPA 300. Other payroll related records are scheduled as follows: EPA 276 for time and attendance, EPA 280 for payroll support, EPA 283 for pay folders, and EPA 284 for payroll system reports.

Records containing personal 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.

Custodians:

Office of the Chief Financial Officer, Washington Finance Center

- **Contact:** Tim Doss
- **Telephone:** 202-564-2939

Related Schedules:

EPA 276, EPA 280, EPA 283, EPA 284, EPA 300, EPA 573

Previous NARA Disposal Authority:

NC1-412-85-27/II/3

Entry: 08/16/1993

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 283

Status: Development, 08/31/2007

Title: Pay Folders

Program: Financial Management

Applicability: Agency-wide

Function: 402-126 - Payments

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 individual employee folders and payroll allotments, including: SF-50, W-4, SF-2809, SF-176, SF-1192, SF-1198, SF-1199A, state tax forms, and related records.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close after employee leaves the Agency.
- Destroy 4 years after file closure.

Guidance:

Data from this series is included in EPA 280 for payroll support. Other payroll related records are scheduled as follows: EPA 276 for time and attendance, EPA 282 for payroll control, EPA 284 for payroll system reports, EPA 300 for PeoplePlus, and EPA 573 for the EPA Payroll System (EPAYS).

If copies of Combined Federal Campaign and other allotment authorizations are filed separately, they are covered by EPA 281.

Records containing personal 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..

Custodians:

Office of the Chief Financial Officer, Washington Finance Center

- **Contact:** Tim Doss
- **Telephone:** 202-564-2939

Related Schedules:

EPA 276, EPA 280, EPA 281, EPA 282, EPA 284, EPA 300, EPA 573

Previous NARA Disposal Authority:

NC1-412-76-13/1, NC1-412-85-27/II/4

Entry: 08/16/1993

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 289

Status: Development, 08/31/2007

Title: External Accounting Reports as Required by Government-wide Regulations

Program: Financial Management

Applicability: Agency-wide

Function: 402-124 - Accounting

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 the following records: financial statements; minority business reports; reports of international transactions (SF-13); report on status of accounts and loans receivable due from the public (Schedule 9 of SF-220); and related reports.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records when reports are completed.
- Destroy 3 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.

Custodians:

Office of the Chief Financial Officer

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

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-85-27/III/5

Entry: 08/17/1993

EPA Approval: Pending

NARA Approval: Pending

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 658

Status: Draft, 03/31/2008

Title: Audit Resolution

Program: Financial Management

Applicability: Headquarters

Function: 301-091 - Corrective Action

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.

- N1-412-07-69/6

Description:

Includes records used to document the Agency's audit resolution process. Records consist of Agency directives and guidance, special analyses and reports on the audit resolution process, status reports on unresolved audits by office, decisions of the Audit Resolution Board, and related materials.

Disposition Instructions:

Item a(1): Audit resolution board case files - Nonelectronic

- **Permanent**
- Close inactive records when audit resolution is completed.
- Transfer to the National Archives 30 years after file closure.

Item a(2): Audit resolution board case files - Electronic

- **Permanent**
- Close inactive records when audit resolution 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 1228.270 or standards applicable at the time.

Item a(3): Audit resolution board case files - 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: Administrative documentation

- **Disposable**
- Close inactive records when audit resolution is completed.
- Destroy 10 years after file closure.

Guidance:

See EPA 082 for responses to audit, evaluation, and investigation. Audit case files maintained by the Office of Inspector General are covered by EPA 700.

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 03/31/2008 version:

- Changed the title of disposition item a to audit resolution board case files and the retention was increased to 30 years.
- Added new disposition item b.

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

Custodians:

Office of the Chief Financial Officer, Office of Planning, Analysis and Accountability, Accountability Staff

- **Contact:** Sharon Tant
- **Telephone:** 202-564-3633

Related Schedules:

EPA 082, EPA 700

Previous NARA Disposal Authority:

NC1-412-85-1/5, N1-412-97-1/2

Entry: 08/09/1995

EPA Approval: 08/13/2007

NARA Approval: Pending