

EPA Records Schedule 537

Status: Final, 10/31/2009

Title: EPA Newsroom Database

Program: Public Affairs

Applicability: Headquarters

Function: 305-109-02-04 - Provide Public Information, Education and Outreach

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

- N1-412-08-9

Description:

The EPA Newsroom Database contains the text of speeches and remarks by EPA Administrators and Deputy Administrators and press releases posted to the EPA Internet Newsroom. The speeches and remarks of the Administrators are from November 1995 forward, and for the Deputy Administrators, from 1997 forward. The Headquarters Office of Public Affairs distributes national press releases while regional offices distribute local press releases. Both national and regional releases are posted in the database.

Disposition Instructions:

Item a: Electronic software program

This item is to be used only by the Office of the Administrator, Office of Public Affairs at Headquarters.

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171.

Item c: Electronic data

This item is to be used only by the Office of the Administrator, Office of Public Affairs at Headquarters.

- **Permanent**

- Transfer annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item d: Output and reports

- **Disposable**

- File with related records and follow instructions for the related records.

Item e: System documentation

This item is to be used only by the Office of the Administrator, Office of Public Affairs at Headquarters

- **Permanent**

- Transfer to the National Archives those records necessary to document how the system captures, manipulates, and outputs data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. The documentation is transferred with the electronic data (item c).

Guidance:

If speeches are not added to the databases, the disposition is covered by EPA 140. Records used to produce outreach materials for the public are covered in EPA 081.

Reasons for Disposition:

The following changes were made in the 04/30/2008 version:

- Revised disposition instructions for item b.
- Added applicability to disposition items a, c and e.
- Revised title of disposition item e.

This schedule was previously approved as N1-412-03-9 for the Administrators' and Deputy Administrators' Speeches Database. It has expanded to include final press releases that are kept in the same database.

Custodians:

Office of the Administrator, Office of Public Affairs

- **Contact:** Emil Knutti
- **Telephone:** 202-564-9553

Related Schedules:

EPA 081, EPA 140, EPA 171

Previous NARA Disposal Authority:

N1-412-03-9

Entry: 03/06/2001

EPA Approval: 06/09/2008

NARA Approval: 07/30/2008