REQUEST FOR RECORDS DISPOSITION AUTHORITY					JOB NUMBER N1-4/2-08-9			
	To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408					DATE RECEIVED 6/19/08		
1 FROM (Agency or establishment)					NOTIFICATION TO AGENCY			
U.S. Environmental Protection Agency								
2 MAJOR SUBDIVISION							į	
Public Affairs					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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10			
3 MINOR SUBDIVISION								
Headquarters								
4 NAME C	5 TELEPHONE		DATE ARCHIVIST OF THE UNITED STATES					
Johr	n B. Ellis	5	202-566-1643	7/	7/30/08 Masont			
6 AGENCY CERTIFICATION 1 hereby certify that 1 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 4 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,								
					ITLE gency Records Officer			
7 Item No					9 GRS OR SUPERSEDED JOB CITATION  10 ACTION TAKEN (NARA USE ONLY)			
537	37 EPA Newsroom Database							
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84	8/8	1/08 copies	Set to Ag	7	100	me NI	2	

# **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 Affiars

Contact: Emil KnuttiTelephone: 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