

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Environmental Protection Agency	
2. MAJOR SUBDIVISION Air and Radiation	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER <i>Rachel Van Wingen</i> Rachel Van Wingen	5. TELEPHONE (202) 260-9709

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-412-99-3</i>	
DATE RECEIVED <i>10-13-98</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
DATE	ARCHIVIST OF THE UNITED STATES
	<i>Withdrawn</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 <u>3</u> 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 9/24/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel Van Wingen</i> Rachel Van Wingen	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached U.S. EPA Records Control Schedule 482L.	<i>Withdrawn</i>	

cc Agency

DRAFT OF 10/26/99

U.S. EPA RECORDS SCHEDULE**SERIES TITLE:** Certification Records**PROGRAM:** Air**EPA SERIES NO:** 482**AGENCY FILE CODE:** AIRP 482**NARA DISPOSAL AUTHORITY:** N1-412-99-3
(Use this number to retire records to the FRC)**APPLICABILITY:** National Vehicle and Fuel Emissions Laboratory (NVFEL)**IDENTIFYING INFORMATION:****DESCRIPTION:** Contains:

a. Case files - Official EPA test results, a copy of the certificate of conformity, letter of nonconformity and related documents, analysis of data on proposed automobiles and evaluation of tests and results to determine if such automobiles meet prescribed standards, notices of violations of the Clean Air Act, and other related documents.

b. Electronic data

(1) Input - Provided by manufacturers.

(2) Electronic data - Applications (parts I and II) for certification of light-duty vehicles and trucks, heavy-duty engines, or motorcycles. Application information includes descriptions of intended product lines, test facilities and equipment, fuels and lubricants, test procedures. Applications for light-duty vehicles and light-duty trucks also include fuel economy information such as manufacturers submission, general label contents, corporate average fuel economy (CAFE), interior volume information, mileage, etc. Some of the emissions and fuel economy data is available from NTIS and on the EPA's Office of Mobile Sources Internet Web pages.

(3) Output - Reports and spreadsheets.

c. Electronic versions created with office automation applications.

ARRANGEMENT: Arrangement varies.**TYPE OF RECORDS:**

Case files

SPECIFIC RESTRICTIONS:Confidential Business Information
Enforcement Sensitive Information**MEDIUM:**

Paper, electronic

VITAL RECORD:

Yes

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

Clean Air Act, as amended, Sections 202, 206, 301(a)(1)

40 CFR 86

EPA SERIES NO. 482**DISPOSITION INFORMATION:****FINAL DISPOSITION:**

- a. Permanent
- b. Disposable
- c. Disposable

TRANSFER TO FRC PERMITTED:

- Yes
- No
- No

FILE BREAK INSTRUCTIONS:

a. Break file 1 year after certification action has been completed for the model year.

b and c. See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 5 years after file break, then retire to FRC. Transfer to the National Archives in 5 year blocks when 20 years old.

b(1). Delete update input systems when no longer needed to support reconstruction.

(2). Delete when superseded or obsolete.

(3). Follow disposition instructions for related records. Recycle ad hoc reports when no longer needed for reference.

c. Delete when record copy is generated or when no longer needed for reference or updating.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Items 10 and 11 of NC1-412-85-14 have been combined into one item to reflect the way the records are maintained by the program office. Item 10, record copy of certification records, was previously approved by the National Archives as permanent.

AGENCY-WIDE GUIDANCE:**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:****CUSTODIAL INFORMATION:****CONTROLLING UNIT:**

Name: Vehicle Programs and Compliance Div.
Location: Ann Arbor

CONTACT POINT:

Name: Cliff Tyree
Mail Code: VPG

Inclusive Dates: 1978-present **Telephone:** 734-214-4310

Volume on Hand (Feet):

Office: Vehicles Programs Branch

Annual Accumulation: 50 cu. ft.
(feet or inches)

Room: 230

CONTROL INFORMATION:

EPA SERIES NO. 482

RELATED ITEMS:

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-85-14/10 and 11

Approval Date EPA	Approval Date NARA	Approval Date	Entry	Last Modified
9/24/98	6/4/93	10/26/99		