

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-412-99-18	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9/27/99	
1. FROM (Agency or establishment) Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Rachel Van Wingen	5. TELEPHONE 202/260-9709	DATE 11/3/00	ARCHIVIST OF THE UNITED STATES withdrawn
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 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 9/23/99	SIGNATURE OF AGENCY REPRESENTATIVE Rachel Van Wingen	TITLE Agency Records Officer	

		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See attached U.S. EPA Records Control Schedule for: 184			withdrawn 11-3-00
NWMDc, JNWmWA			

DRAFT OF 11/1/99

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Contract and Grant Reviews and Audits

PROGRAM: All Programs

EPA SERIES NO: 184

AGENCY FILE CODE: OVER 184

NARA DISPOSAL AUTHORITY: N1-412-99-18
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Records include correspondence, reports, data regarding contract and grant procurement and performance, policies and procedures and other documentation related to reviews and audits of Agency contracts and grants.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Contract administration

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 184

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

b. Electronic version of records
created with office automation
applications: Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS:

a. Break file at end of review or audit.

b. See Disposition Instructions.

DRAFT

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office up to 2 years after file break, then
retire to FRC. Destroy when 7 years old.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Retention meets EPA's administrative, fiscal, and
legal needs.

AGENCY-WIDE GUIDANCE: End of review or audit is when response has been
accepted by the Office of Inspector General, and all corrective actions taken.

Cost audits in the possession of a Contracting Officer are part of the
contract file and covered in EPA 202 for all programs except Superfund site
specific, and EPA 020 for Superfund site specific. If copies are incorporated
into other records series, follow the disposition for the related series.

See EPA 082 for Responses to Audit, Evaluation, and Investigation. Grants are
covered in EPA 001 for Superfund site specific, EPA 232 for Waste Water
Construction and State Revolving Fund Grants, and EPA 003 for all other
programs.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units

CONTACT POINT:

Name:

Name:

Location:

Mail Code:

Inclusive Dates:

Telephone:

Volume on Hand (Feet):

Office:

Annual Accumulation:
(feet or inches)

Room:

EPA SERIES NO. 184

CONTROL INFORMATION:

RELATED ITEMS: EPA 001, EPA 003, EPA 020, EPA 082, EPA 202, EPA 232

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
1/26/96		10/17/95	11/1/99

DRAFT