INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-99-019

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-412-07-010.

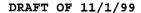
Date Reported: 08/31/2020

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JO. MBER N1-412-99- 19			
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED 9 - 27 - 99			
FROM (Agency or establishment)				NOTIFICATION TO AGENCY			
Environmental Protection Agency							
2. MAJOR SUBDIVISION				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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.			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							
4. NAME O	F PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	E ARCHIVIST OF THE UNITED STATES		UNITED STATES	
Rad	chel Van Wingen	202/260-9709	3-	3-30.00 Mohn W. tail		tail	
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, X is not required; is attached; or has been requested.							
			TITLE	TLE			
9/23/	1/33/00 MUCHEN //MIN //45-			gency Records Officer			
					OR SUPERSEDED OB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	See attached U.S. EPA F Schedule for:	Records Control					
	254						

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

agency numb OR numua nuct



U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Communication/Distribution Strategy File

PROGRAM: All Programs

EPA SERIES NO: 254

AGENCY FILE CODE: PROG 254

DRAFT NARA DISPOSAL AUTHORITY: N1-412-99-19 (Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records contain communications and distribution plans used to document strategies to announce and disseminate Agency information, publications, and reports. A communications plan is an internal EPA document containing basic information on regulations, reports to Congress, and major policy statements/actions and the strategy for their communication to the affected communities and interested public. A distribution plan is an internal EPA document containing basic information about publications and the strategies for public distribution. Files include copies of the communications/distribution plan (with latest comments), copies of the action or publication, transmittal memos and letters, copies of the Environmental Fact Sheet (where applicable), copies of any press notification (advisories, notes to correspondents, releases), copies of any Office of Communications, Education, and Public Affairs (OCEPA) Updates published, copies of background documents, and copies of Federal Register reprints (where applicable).

ARRANGEMENT: Communication plans arranged by Communications Plan Identification Number (CPID) and distribution plans arranged alphabetically by publication title.

TYPE OF RECORDS:

Subject files

SPECIFIC RESTRICTIONS:

None

MEDIUM:

VITAL RECORD:

Paper, publications, electronic

FUNCTIONS SUPPORTED:

Public awareness

SPECIFIC LEGAL REQUIREMENTS:

None

EPA SERIES NO. 254

DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

a. Record copy: Disposable Ves

b. Electronic version created

with office automation

applications: Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file annually; bring forward active materials.

b. See disposition instructions.

DRAFT

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 1 year after file break, then retire to the FRC. Destroy when 5 years old.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: A 5 year retention meets all administrative needs.

AGENCY-WIDE GUIDANCE: This schedule applies to the record copies held in offices responsible for publication distribution. All other copies maintained in other programs can be destroyed when no longer needed.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

CONTACT POINT:

Name: Communications, Education

and Public Affairs

Name: Doris Fairley

Location: Waterside Mall

Mail Code: 1703

Inclusive Dates:

Telephone: 202-260-5590

Volume on Hand (Feet):

Office: Press Relations Div.

Annual Accumulation:

Room: W358

(feet or inches)

CONTROL INFORMATION: RELATED ITEMS:

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:



EPA SERIES NO. 254

Approval
Date EPA
10/7/93

Approval
Date NARA

Entry
Date
3/30/92

Last Modified 11/1/99

DRAFT