INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-010.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	JO MBER N1-412-99- 19		
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE	DATE RECEIVED 9 - 27 - 99		
FROM (Agency or establishment)			+	NOTIFICATION TO AGENCY		
				NOTIFICATION TO AGI	INC T	
Environmental Protection Agency			In a	coordance with the provision	no of 44 IISC	
2. MAJOR SUBDIVISION			3303 amer	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		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 OF PERSON WITH WHOM TO CONFER 5. TELEPHONE			DATE	AREHIVIST OF THE	E UNITED STATES	
Rachel Van Wingen 202/260-9709			3-	30.00 Mbh W.	tail	
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	Ju.		
9/23/	123/00 Hackel Van 145-			sgency Records Officer		
				9. GRS OR SUPERSEDED 10. ACTION TAKEN (NARA USE ONLY)		
	See attached U.S. EPA Records Control Schedule for:					
	254					

115-109 PREVIOUS EDITION NOT USABLE

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

agency humb DR DWMWA DWCT



U.S. EPA RECORDS SCHEDULE

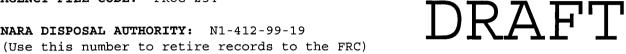
SERIES TITLE: Communication/Distribution Strategy File

PROGRAM: All Programs

EPA SERIES NO: 254

AGENCY FILE CODE: PROG 254

NARA DISPOSAL AUTHORITY: N1-412-99-19



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



DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

a. Record copy: Disposable

Yes

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.

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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 Name: Doris Fairley

and Public Affairs

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:



99

EPA SERIES NO. 254

Approval
Date EPA
10/7/93

Approval
Date NARA

Entry
Date
3/30/92

Last Modified 11/1/99

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