

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-412-99-25	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 TELEPHONE 202/260-9709	DATE WITHDRAWN	ARCHIVIST OF THE UNITED STATES
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 GRS OR SUPERSEDED JOB CITATION	10.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See attached U.S. EPA Records Control Schedule for: 163	Withdrawn by Agency per e-mail dated 6/2/00. fms 6/5/00

Agency, DWM E

DRAFT OF 2/15/99

U.S. EPA RECORDS SCHEDULE

1) **SERIES TITLE:** Voice Mail**PROGRAM:** All Programs**EPA SERIES NO:** 163**AGENCY FILE CODE:** ADMI 163**NARA DISPOSAL AUTHORITY:** N1-412-99-25**APPLICABILITY:** Agency-wide**IDENTIFYING INFORMATION:**

DESCRIPTION: Includes recordings and voice mail messages stored on the Agency's voice mail system. Contains recordings of incoming calls, bulletin broadcast messages, transferred messages, and other messages on the system. Consists of:

- a. Messages containing information necessary to document Agency activities as described in 44 U.S.C. 3301.
- b. Messages not containing information necessary to document Agency activities.
- c. Message repository (archives) maintained by voice mail system administrator.

ARRANGEMENT:

TYPE OF RECORDS:
Voice recordings

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Voice recordings

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Administration

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 163

DISPOSITION INFORMATION:

FINAL DISPOSITION:

Disposable

TRANSFER TO FRC PERMITTED:

No

FILE BREAK INSTRUCTIONS: See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

- a. Transfer information to a recordkeeping system, then delete.
- b. Delete after determination that message does not contain information necessary to document agency activities, not to exceed 20 days.
- c. Delete on a regular cycle, not to exceed 20 days.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: This item covers voice mail messages which may contain information necessary to ensure adequate and proper documentation of Agency activities.

AGENCY-WIDE GUIDANCE: Information on voice mail systems which is necessary to document Agency activities and meets the Federal definition of a record must be copied onto another medium (an electronic, paper, or microform recordkeeping system), and filed or maintained in organized files. Copies of voice mail messages maintained in other files (e.g., program management files) are to be disposed of in accordance with the disposition for the related records.

Along with the message text, the recordkeeping system must capture the names of sender, date and context of the message.

Program offices that are responsible for voice mail systems are to maintain the system in accordance with ETSO directives and procedures.

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. 163

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
1/26/96		8/8/95	12/10/99