

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED SEP 30 1974	JOB NO NC - 412-75 - 1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
Date	<i>Archivist of the United States</i>

**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2 MAJOR SUBDIVISION
Office of Legislation

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. Harold R. Masters

5 TEL EXT
755-0840

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 9 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

SEP 18 1974

Harold R. Masters

Chief, Administrative Mgmt. Br.

(Date)

(Signature of Agency Representative)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1 - 18 ¹⁷ *	<p>Descriptions and retention schedules for the Office of Legislation, Items 1-18, are attached. 17</p> <p>This schedule has been cancelled since several of the items, namely nos. 10, 11, 12, 13, and 14 are no longer the responsibility of the Office of Legislation but have been transferred to another office in the Environmental Protection Agency.</p> <p><i>Thomas W. Wadlow</i> Thomas W. Wadlow Records Disposition Division Office of Federal Records Centers</p>		

Changes authorized per J Cummings 3/5/75 CSR

Copy to Agency 4/17/75

U. S. ENVIRONMENTAL PROTECTION AGENCY

RECORDS CONTROL SCHEDULES

FOR THE

OFFICE OF LEGISLATION

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Administrative</u> Program Management File. Contains documents and data relating to the management and operation of the legislation program. Records consist of procedures for clearing and transmitting reports to Congress, lists of key legislation, Steering Committee reports, biographical sketches of EPA management, lists of Congressmen having key interest in EPA, legislative status, and summary reports.</p>	<p><u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 years, then destroy.</p>
2.	<p><u>Congressional Committees</u> File. Contains documents and data relating to the make-up, character, status, mission, and activities of the committees. Records consist of membership and staff lists, operational descriptions, statements made to Committees, summary of actions, schedules, hearing reports, press releases, legislative calendars, and responses to Committee requests.</p>	<p><u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then destroy.</p>
3.	<p><u>State Territories and Interstate Group</u> File. Contains documents and data relating to environmental improvement and pollution control by States and State combines.</p>	<p><u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at the end of 4 years. Keep in office 2 additional years, then destroy.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>Records consist of lists and descriptions of political leaders reports on participation in EPA programs, EPA Regional reports and evaluations, extracts from Congressional Record, special studies and reports, news clips, State legislation activity reports, and reports on and by special commissions and citizen groups.</p>	
P	<p>4. <u>Grants File - Congressional Data Transfer.</u> Contains documents and data relating to EPA grants made to States, municipalities, counties, interstate groups, and institutions within States. Records consist of notification of Grant Awards, notification of grant increases, letters to Congressmen about grant awards or increases, letters from Congressmen and State officials regarding release of funds or system of allotting funds, news clips, extracts from Congressional Record, and summary of grant payments.</p>	<p><u>Retention:</u> Permanent. <u>Disposition:</u> Break file at the end of 4 years. Keep in office 2 additional years, then send to FRC. Keep in FRC 20 years, then offer to National Archives.</p>
	<p>5. <u>Senator and Representative Correspondence File.</u> Contains letters (controlled) from Senators and Representatives to EPA (both HQ and Regions), and EPA responses.</p>	<p><u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years (completion of following session), then destroy.</p>

Item	Name and Description and Record/File	Retention Period and Disposition
6.	<u>Senate-House- and Joint Committee Correspondence File.</u> Contains letters (controlled) from Senate-House- or Joint Com- mittees to EPA (Agency Management and Program offices) and EPA responses.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC 8 years, then destroy.
7.	<u>Non-Congressional-White House, Inter-Agency, Regional Office, and Inter-Office Correspondence File.</u> Contains letters (controlled) from and to the White House, other Government agencies, Regional Offices, and between EPA (HQ) Offices concerning the formulation and application of legislation.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC 8 years, then destroy.
8.	P <u>Legislative History File.</u> Contains documents and data re- lating to environmental and applied type legislation for which Congress or Office of Management and Budget (OMB) requests information and/or position statement from EPA. Documents also concern legis- lation formulated, developed, sponsored, and/or promoted by EPA. Records consist of requests from Congress/OMB for information, EPA statements and comments, Bills, Acts, clips from Congressional Record, news clips, bill compari- sons, copies of related and com- panion bills, Committee Reports, internal and inter-agency notes and memos. File also used for maintaining original or record	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC 20 years, then offer to National Archives.

Item	Name and Description of Record/File	Retention Period and Disposition
	copies of testimony provided by EPA at Congressional Hearings and EPA Reports on Enrolled Bills (report to OMB stating EPA's attitude and position on Bill).	
9.	<u>Agency Proposed Legislation File.</u> Contains documents and data relating to legislation formulated and proposed by Government agencies and Executive Units and circulated within EPA for evaluation and comment. Records consist of OMB requests for comments, draft bills, letters forwarding draft to House or Senate, extracts from Congressional Record, comments, and evaluations.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 2 additional years, then send to Federal Records Center Keep in FRC 8 years, then destroy.
10.	<u>EPA Current Laws, EPA Legal Compilation, and The Challenge of the Environment.</u>	
	a. <u>Program File:</u> Contains documents and data relating to the review, publication, and distribution of the <u>EPA Current Laws, EPA Legal Compilation, and The Challenge of the Environment.</u> Records consist of comment copies of text material, legislative reports, outlines and indexes, memos requesting reviews, lists of guidelines and reports, mailing lists, lists of laws, correspondence on printing, news releases, and news clips.	<u>Retention:</u> Retain 4 years. <u>Disposition:</u> Break file at the end of 2 years. Keep in office 1 additional year, then send to the Federal Records Center. Keep in FRC for 3 years, then destroy.
	b. <u>Manuscripts.</u> Typed and edited documents used by printer to prepare galley and page proofs for <u>EPA Current Laws, EPA Legal Compilation, and The Challenge of the Environment.</u>	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file upon the publication of document or termination of project. Keep in office 10 years, then destroy.

Item	Name and Description of Record/File	Retention Period and Disposition
c. <u>Published Editions.</u>		<u>Retention:</u> (1) <u>Record Copy</u> - Permanent. (2) <u>Information Copy</u> - Until superseded or revised.
		<u>Disposition:</u> (1) <u>Record Copy</u> - Break file upon publication. Send to FRC for 20 years, then offer to the National Archives. (2) <u>Information Copy</u> - Destroy when revised or no longer used.
11.	<u>State Environmental Legislation.</u> Contains documents and data relating to the development of working arrangements with State groups and officials for the purpose of promoting and assisting in the formulation of State anti-pollution legislation. Records consist of lists of State environmental agencies, State environmental laws, project reports on common law pleadings, letters, and reports, on inter-agency sponsored State meetings and programs, task force reports, drafts of model State legislation, procedures for holding legislative workshops, analysis of construction grant legislation, reports on developing resource requirements for State environmental agencies.	<u>Retention:</u> Retain 18 years. <u>Disposition:</u> Break file at the end of 2 years. Keep in office 2 additional years, then send to the Federal Records Center. Keep in FRC for 16 years, then destroy.

Item	Name and Description of Record/File	Retention Period and Disposition
12.	<p><u>EPA Sponsored Legislative Conferences, Meetings, and Symposiums.</u></p> <p>Contains documents and data relating to the planning, arrangement, attendance, conduct, and analysis of meetings and symposiums with State and municipal political and civic groups concerned with environmental issues. Records consist of letters or memos regarding possible interest in symposiums, invitations to attend meetings, agendas, minutes and transcripts, legislative proposals, reports and analyses of meetings. Groups and meetings include Council of State governments, Coastal States Organization, Association of State and Interstate Water Pollution Control Administrators, National Symposium on State Environmental Legislation, and National Conference of State Legislative Leaders.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at the end of conference, meeting, or symposium. Keep in office 3 years, then send to FRC. Keep in FRC 20 years, then offer to National Archives.</p>
13.	<p><u>Political, Professional, and Civic Environmental Organizations.</u></p> <p>Contains documents and data relating to membership, organizational structure, financial resources, spheres of influence, meeting schedules and recommendations of organizations concerned with the control of pollution. Records consist of organization brochures, membership invitations, organization by-laws and charters, budgets, lists and biographies of officers, reports of special committees and meetings, and meeting agendas.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file at the end of 4 years or dissolution of organization. Keep in office 2 additional years, then destroy.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
14.	<u>State, Territory, Interstate, and Local Government Legislative History and Activity File.</u> Contains documents and data re- lating to existing and pending environmental legislation, structure and enforcement of current laws and ordinances. Records consist of laws and ordinances, bills and proposed statutes, assessment of legis- lative progress, model state laws, and lists of environmental litigation.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at the end of 4 years. Keep in office 2 additional years, then destroy.
15.	<u>Weekly Legislative Reports.</u> Report on major provisions, issues, status, and expectation of EPA bills and non-EPA bills, with an environmental impact, scheduled for Congressional action. Also, covers scheduled committee hearings, persons testifying, and subject of testimony.	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file at the end of Congressional Session. Keep in office 1 additional year, then destroy,
16.	<u>Enrolled Bill Reports.</u> Position reports by EPA pro- gram managers on bills almost immediately after passage by Congress.	<u>Retention:</u> Retain 1 month. <u>Disposition:</u> Break file at the end of month. Keep in office 1 additional month, then transfer to the Legis- lative History File.
17.	<u>EPA Congressional Hearing Testimony.</u> Statements regarding the position of EPA relative to existing or proposed bills, application and enforcement of laws, research and technological development, and similar matters concerning Agency policy.	<u>Retention:</u> Retain until . presentation to committee. <u>Disposition:</u> Break file immediately after presen- tation of committee. Transfer to Legislative History File.