

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

4 items

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 for Planning and Management

3. MINOR SUBDIVISION  
Grants Administration Division

4. NAME OF PERSON WITH WHOM TO CONFER  
David O. Stephens

5. TEL. EXT.  
755-0830

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JUL 16 1976	JOB NO. NC 1-412-76-12
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 9-27-76	Signature James E. O'Hill Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7/15/76  
(Date)

Harold R. Masters, Chief  
(Signature of Agency Representative)

Administrative Management Branch  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
EPA Schedule No. 1D, Item 4	<p>Item 4 is requested to be added to the Schedule for Grant Records. See attached item description and proposed retention.</p> <p>Note: Mr. Larry Herrmann of the General Accounting Office has advised us by telephone that GAO approval is not required for these items.</p>		

Copy to Agency 10-47600  
Copy to All FRC's 10-2176 00

## APPENDIX B

## RECORDS CONTROL SCHEDULES

## MANUAL

## RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
<del>3.</del>	<del><u>Research, Demonstration, and Training Grants and Fellowships.</u> Official files contain proposals, reviews, offers and acceptances, awards notices, correspondence, reports, statements of suitability, approval forms, and payment records. These records are maintained at EPA Headquarters.</del>	<del><u>Retention:</u> Retain 4 years after termination or resolution of any audit exceptions.  <u>Disposition:</u> Break file upon termination. Keep in office one year and then transfer to Federal Records Center. Keep in FRC for 3 years and then destroy.</del>
4.	<u>Construction, Program, and State Operator Training Grants.</u> Official files are maintained in the Regional Offices. Written requests for deviation from established policy or procedure are submitted by the Regional Offices and retained at Headquarters.  a. <u>Program and State Operator Training Grants.</u> Includes records related to grants for technical training of personnel engaged in the design, operation, and maintenance of waste treatment works.	<u>Retention:</u> Retain 4 years after termination or resolution of any audit exceptions.  <u>Disposition:</u> Break file upon termination. Keep in office one year and then transfer to Federal Records Center. Keep in FRC for 3 years and then destroy.

# MANUAL

## RECORDS MANAGEMENT

### APPENDIX B RECORDS CONTROL SCHEDULES

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>b. <u>Construction Grants funded under Public Law 84-660</u>. Includes records related to awarding grants for the construction of municipal wastewater treatment works.</p> <p>c. <u>Construction Grants funded under Public Law 92-500</u>. Includes records related to awarding grants for construction of municipal wastewater treatment works.</p> <p>d. <u>*Deviation requests</u>. Includes requests for deviation from established grants policies and procedures, submitted by Regional Offices.</p> <p>*Inquiries occurring five years or more after date of deviation request will be referred to Regional Office.</p>	<p><u>Retention:</u> Retain 4 years after termination or resolution of any audit exceptions.</p> <p><u>Disposition:</u> Break file upon termination. Keep in office one year and then transfer to Federal Records Center. Keep in FRC for 3 years and then destroy.</p> <p><u>Retention:</u> Retain 33 years.</p> <p><u>Disposition:</u> Break file at time of final payment. Retain in office until final audit or for 3 years, whichever is earlier, then transfer to the Federal Records Center. Keep in FRC for 30 years, then destroy.</p> <p><u>Retention:</u> Retain 4 years plus current year.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 1 year and then transfer to Federal Records Center. Keep in FRC for 3 years and then destroy.</p>