

REF NCO 9028044

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-412-81-1	
DATE RECEIVED	
October 10, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
Date	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)	
Environmental Protection Agency	
2. MAJOR SUBDIVISION	
Office of Planning and Management	
3. MINOR SUBDIVISION	
Facilities and Support Services Division	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
Thomas Tasker	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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
	 Harold R. Masters	Chief, Administrative Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
EPA Schedule - Appendix B Schedule No. 15, Item 6.	Request a waiver of the General Records Schedules for the attached series of records. This series is needed longer than three months because reference is made to these files over a much longer period of time than the three month period specified in the General Records Schedules. Specifically these records are needed longer because: (1) Reference is made to the records because of questions raised by organizations within the Agency and externally by GSA about the modifications that were made. (2) The records are used to provide information for various reporting and statistical purposes. For example: What services were provided to certain organizations within the Agency. (3) The records are used to update the master building plans after GSA has notified EPA that the modifications have been completed.	NC-412-75-2	With-drawn 2/24/81 item

Closed out as Withdrawn : 2-27-81: K.T.D.
Copy sent to Agency