

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

rec'd May 8/81

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

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Management and Organization Division

3. MINOR SUBDIVISION
Administrative Management Branch (PM-213)

4. NAME OF PERSON WITH WHOM TO CONFER
Thomas Tasker

5. TEL. EXT.
755-0840

LEAVE BLANK	
JOB NO	
<i>NC1-412-81-16</i>	
DATE RECEIVED	
<i>May 11, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	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

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 _____ 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 <i>3/24/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold R. Masters</i>	E. TITLE Chief, Admin. Management Branch (PM-213)
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
EPA Schedule Appendix C No. 12 Item 2	<p>The Water Planning and Standards Records Control Schedule for item 2, Regulations, Standards, and Guidelines (Essential Documents) is being amended to change the retention of paper records to permanent and the retention of microform records to destroy when no longer needed for current business. This change is being made to make the schedule consistent with the current business operations of the Water Regulations and Standards Program.</p> <p>An inspection of the micrographic system application for this particular series revealed that not all of the records/information were being microfilmed. The Office of Water Regulations and Standards does not have the funds to microfilm all of the records/information. Only the records/information involved in litigation is being microfilmed. Therefore to insure that these records are preserved and protected, we have decided to make the paper records permanent instead of the microfilm copy.</p> <p>Attached is a revision of the EPA Records Control Schedule for this series of records.</p>		WITHDRAWN

Closed out as withdrawn: 10/21/82: cm