

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-412-83-02

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Items 9 and 10 were superseded by N1-412-07-053 item 6 (schedule 677)

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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 General Counsel

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker

5 TEL EXT

382-5911

LEAVE BLANK

JOB NO

NG1-412-83-2

DATE RECEIVED

1-7-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-12-83
Date

[Signature]
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 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
1/4/83	<i>Thomas Tasker</i> Thomas Tasker for Hal Masters	Agency Records Management Officer

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	The Office of General Counsel Records Control Schedule is being amended to:		
9.	1. Revise item 9, Patent Copyright and Data Rights and Interpretations to provide a more accurate descriptions of these records.	Appendix C	4
10.	2. Revise item 10, Disclosure of Inventions made under Grants, Contracts and by EPA Employees to provide a more accurate description of these records.	"	
12.	3. Add a new item 12, Freedom of Information Appeals File. This series of records contains records relating to appeals for information from the Agency pursuant to the Freedom of Information Act.	"	
Attached is a copy of the EPA Records Control Schedule for the three series of records. <i>Change made with approval of records officer</i> <i>[Signature]</i> 4/7/83 <i>Mass data change sheet not required</i>			3 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

GENERAL COUNSEL RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
9.	<u>Patent Copyright and Data Rights and Interpretations.</u> Consists of documents pertaining to patent, copyright and data rights under contracts, grants and cooperative agreements awarded by EPA. Also, involves right of EPA to use patented inventions and copyrighted material. Documents include copies of contracts, grants, and other awards, requests for proposals, disclosures of inventions, affidavits, waivers, and internal and external correspondence between contractors, etc., and EPA regarding negotiations on invention, data and copyright matters, including waiver of rights decisions. Also, includes documents regarding licensing of EPA inventions.	Retention: Retain 15 years after completion or termination of contract, grant or cooperative agreement or last action taken regarding the matter involved if no contract, grant or like is involved. Disposition: Break file upon the completion or termination of contract, grant or cooperative agreement. Keep in office 3 additional years, then send to FRC. Destroy when 15 years old.
10.	<u>Disclosure of Inventions Made Under Grants, Contracts and by EPA Employees.</u> Consists of documents disclosing inventions made by contractors, grantees and recipients of other types of EPA awards, and EPA employees. File consists of patent applications, correspondence with U.S. Patent and Trademark Office (PTO) and with inventors and other documents related to prosecution of patent applications in the PTO. Also, lists and copies of issued EPA owned U.S. patents.	Retention: Retain 17 years after completion or termination of action on the disclosed invention. For example, issuance of patent or closeout of case without filing patent application. Disposition: Break file on issuance of patent or closure of case without filing patent application or abandonment of filed patent application. Keep in office 3 additional years, then send to FRC. Destroy when 17 years old.
12.	<u>Freedom of Information Appeals File.</u> Includes copies of incoming appeal (or in the case of a request for information claimed confidential, the request and denial) of the denial of information requested pursuant to the Freedom of Information Act, official legal determination and other related records.	Retention: Retain 5 years. <i>after final determination by agency or the courts.</i> Disposition: Break file at the end of each calendar year. Keep in office 1 additional year, then send to FRC. Destroy when 5 years old. <i>Same as GRS 14, 17a.</i> <i>Destroy 4 yrs after final determination by agency or 3 yrs after final adjudication by courts, whichever is later.</i>

RECORDS MANAGEMENT MANUAL