

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-412-85-01**

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

Item 1 was superseded by N1-412-06-006 EPA Schedule 006

Item 2 was superseded by N1-412-07-001 005

Item 3 was superseded by GRS 3, item 18, which was later superseded by GRS 5.7, item 050

Item 4 was superseded by N1-412-07-001 082

Item 5 was superseded by N1-412-97-001 item 2

Item 6 was superseded by N1-412-06-006 EPA Schedule 006

Date Reported: 09/07/2022

NC1-412-85-01

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS 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  
**Off. of the Comptroller (Resource Systems Staff)**
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

**Thomas Tasker**

**382-5911**

LEAVE BLANK

JOB NO

**NC1-412-85-1**

DATE RECEIVED

**12-28-84**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**4-28-87**  
Date

*James S. Bunk*  
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 3 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 <b>12/19/84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i> <b>Thomas Tasker</b>	E. TITLE <b>Agency Records Management Officer</b>
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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
1 - 6	<p>The Resources Systems Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this Schedule is part of a major review and update of the EPA Records Control Schedules.</p> <p>Attached is a copy of the revised Resources Systems Records Control Schedule.</p> <p>(The title of this Schedule has been changed from "Program Analysis Records" to "Resources Systems Records.")</p>	<p>Appendix B Schedule 20</p>	

*6 items*

115-107 **4-28-87**  
**Agency, NCF, NNF**

# U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

## TITLE OF SCHEDULE

### RESOURCES SYSTEMS RECORDS

## COVERAGE OF SCHEDULE

### AGENCYWIDE

ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>Management Reviews.</u> Includes records used to conduct management reviews of administrative programs, i.e., personnel, finance, etc. Records consist of workplan, final report, and other related materials.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file upon completion of review. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.
2.	<u>President's Private Sector Survey on Cost Control (Grace Commission.)</u> Includes records used to identify PPSSCC recommendations, agreements reached between EPA, OMB, and White House on implementation of recommendations, and periodic status reports. Record consists of PPSSCC reports, work papers, status reports, and related materials.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file when action is complete. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.
3.	<u>A-76.</u> Includes records used to document the Agency's implementation of A-76, "Performance of Commercial Activities." Records consist of Agency implementation procedures, including appeals procedures, inventory of in-house commercial activities, inventory of activities already contracted out, documentation for various A-76 reviews conducted, and related materials.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file when action is complete. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.
4.	<u>Federal Managers' Financial Integrity Act (FMFIA).</u> Includes records used to document Agency's implementation of the FMFIA. Records consist of Agency directives, guidance materials provided to internal control coordinators, documentation of internal control objectives and techniques, status reports on conduct of internal control reviews and correction of reported material weaknesses, and related materials.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file when action is complete. Keep in office 3 years, then transfer to the FRC. Destroy when 10 years old.
5.	<u>Audit Resolution.</u> Includes records used to document Agency's audit resolution process. Records consist of Agency directives and guidance, special analyses and reports on the audit resolution process, status reports on unresolved audits by office, decisions of the Audit Resolution Board, and related materials.	<u>Retention:</u> Permanent.  <u>Disposition:</u> Break file when audit resolution is completed. Keep in office 3 years, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives.

RECORDS MANAGEMENT MANUAL

# U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

RESOURCES SYSTEMS RECORDS

COVERAGE OF SCHEDULE

AGENCYWIDE

ITEM  
NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

6. Program Management. Includes records used in the internal management of the program. Records consist of program strategy records, correspondence, and reports related to program development and implementation, and other related materials.

Retention: Retain 5 years.

Disposition: Break file at end of year. Keep in office 5 years, then destroy.

RECORDS MANAGEMENT MANUAL