

Request for Records Disposition Authority

Records Schedule Number **DAA-0412-2012-0007**
Schedule Status **Approved**

Agency or Establishment **Environmental Protection Agency**
Record Group / Scheduling Group **Records of the Environmental Protection Agency**
Records Schedule applies to **Agency-wide**
Schedule Subject **Travel**
Internal agency concurrences will be provided **No**

Background Information **This schedule covers records related to activities associated with planning, preparing, and monitoring business-related travel for EPA employees**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2012-0007

Sequence Number	
1	Travel
1 1	Travel records Disposition Authority Number DAA-0412-2012-0007-0001
1 2	Passport application records Disposition Authority Number DAA-0412-2012-0007-0002
1 3	Passports Disposition Authority Number DAA-0412-2012-0007-0003

Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
EPA 1010 Item b	

GRS or Superseded Authority Citation **GRS 9/5a**

Disposition Instruction

Cutoff Instruction **Close when employee separates or transfers, or at end of calendar year, whichever is sooner**

Retention Period **Destroy 3 year(s) after file closure**

Additional Information

GAO Approval **Not Required**

Passports

Disposition Authority Number **DAA-0412-2012-0007-0003**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
EPA 1010 Item c	

Disposition Instruction

Cutoff Instruction **Close when employee separates or transfers**

Retention Period **Transfer to new agency or return to the Department of State**

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Additional Information

GAO Approval

Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
07/16/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
10/24/2012	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
10/31/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/01/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/06/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist