

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-412-86-6

DATE RECEIVED

8-4-86

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 the Administrator and Deputy Administrator

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

Harold Webster
Thomas Tasker

5 TELEPHONE EXT

382-5912
382-5911

DATE

9-22-86

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
7/30/86	<i>Thomas Tasker</i> Thomas Tasker	Agency Records Management Officer

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1 - 14	The Office of the Administrator and Deputy Administrator Records Control Schedules is being revised to update the Freedom of Information records listed in this schedule. Attached is a copy of the revised Administrator and Deputy Administrator Records Control Schedule.	NC1-412-85-11	WITHDRAWN

(3 items)

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
RECORDS OF THE ADMINISTRATOR AND DEPUTY ADMINISTRATOR		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>Controlled Correspondence of the Administrator and Deputy Administrator.</u> Includes copies of controlled correspondence signed by either the Administrator or the Deputy Administrator. Also includes copies of letters to members of Congress. This correspondence was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of responses, and enclosures. Records arranged chronologically, then alphabetically by name of correspondent.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year, then transfer to the FRC. Keep in FRC for 10 years, then offer to National Archives.
2.	<u>General Correspondence of the Administrator and Deputy Administrator.</u> Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters, and enclosures.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to FRC. Destroy when 4 years old.
3.	<u>Intra-agency Correspondence of the Administrator and Deputy Administrator.</u> Includes copies of correspondence and memoranda to and from top officials of the EPA and the Administrator and Deputy Administrator. Includes copies of memorandums, replies, and supporting documents. Records arranged by name of program and by regional office.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to FRC. Keep in FRC for 10 years, then offer to the National Archives.
4.	<u>Federal Register Documents Signed by the Administrator or the Deputy Administrator.</u> Includes copies of all Federal Register documents signed by the Administrator or the Deputy Administrator.	<u>Retention:</u> Retain 7 years. <u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to FRC. Destroy when 7 years old.
5.	<u>Court Papers.</u> Includes reference copies of legal papers sent to the Administrator or Deputy Administrator from the General Counsel, Agency Judicial Officer, or Administrative Law Judge. Includes copies of briefs, motions, decisions, and other legal documents.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Destroy when 5 years old.
6.	<u>Multiple Letters File.</u> <u>a. Environmental Letters.</u> Includes copies of incoming letters with responses that are sent to more than one party, such as to all members of Congress, all states, EPA regional offices, and so on. Records arranged chronologically, then by address.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE
RECORDS OF THE ADMINISTRATOR AND THE DEPUTY ADMINISTRATOR

COVERAGE OF SCHEDULE
APPLICABLE HEADQUARTERS OFFICE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	<p>b. <u>Nonenvironmental Letters</u>. Include retirement letters, thank you, and similar routine administrative enclosures.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file at end of year. Destroy in office when 3 years old.</p>
7.	<p><u>Administrator's Policy Decision, Agreements, and Directives File</u>. Includes records relating to policy decisions and internal Agency directives signed by the Administrator. Records consist of Administrator's decision documents, delegations of authority signed by the Administrator, on Agency policy and procedure directives, memorandums of understanding signed by the Administrator, briefing memorandums, and other related records.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.</p>
8.	<p><u>FOIA Administrative Files</u>. Records related to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence and related records.</p>	<p><u>Retention:</u> See Disposition</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 2 years. Destroy when 2 years old or sooner if no longer needed for administrative use.</p>
9.	<p><u>FOIA Reports Files</u>. Recurring reports and one-time information requirements relating to the implementation of the Freedom of Information Act, including annual reports to the Congress.</p>	
	<p>a. Annual reports submitted to Congress.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 2 years, then transfer to the FRC. Keep in FRC for 15 years, then offer to the National Archives in 10 year blocks.</p>
	<p>b. Other reports.</p>	<p><u>Retention:</u> See Disposition</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 2 years. Destroy when 2 years old or sooner if no longer needed for administrative use.</p>

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U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE	SCHED. NO
RECORDS OF THE ADMINISTRATOR AND THE DEPUTY ADMINISTRATOR		APPLICABLE HEADQUARTERS OFFICE	
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION	
10.	<p><u>Agency Judicial Officer Appeals Case File.</u> Includes cases related to environmental litigation appealed to the Administrator for decision. Records consist of petitions for appeal, appeal documents submitted by parties, decisions of the Administrator, and other related records.</p> <p>a. <u>Landmark Cases.</u> Includes cases resulting in an important legal precedent which establishes or affirms Agency policy with respect to environmental actions of national importance in which major regulatory issues are litigated. Records arranged alphabetically by case.</p> <p>b. <u>Other Cases.</u></p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon termination of case or resolution of issues involved. Keep in the FRC for 10 years, then offer to the National Archives.</p> <p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of appeal or termination of case, whichever is later. Keep in the office for 1 additional year, then transfer to the FRC. Destroy when 10 years old.</p>	
11.	<p><u>Minority Business Enterprises Task Force File.</u> Includes records related to EPA's Minority Business Enterprise Task Force. Records consist of proposals, memorandums to Administrator and Deputy Administrator, records of the Minority Businesses Enterprise Interagency Council, newspaper clippings, and other related records.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon termination of Task Force. Keep in office for 2 years, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.</p>	
12.	<p><u>Administrator's Meetings File.</u> Include position papers, policy statements, and other briefing papers used by the Administrator to prepare for meetings with interest groups or other public groups. Arrange chronologically by date of meeting.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of each year. Keep in office for 5 years, then destroy.</p>	

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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
13.	<p><u>Speeches by Administrator and Deputy Administrator.</u> Includes copies of speeches delivered by the Administrator. Records consist of background papers, correspondence, and final copy of speech.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after presentation: Keep in office 5 year, then transfer to the FRC. Keep in FRC 5 years, then transfer to the National Archives.</p> <p>b. <u>Information Copies:</u> Destroy when 1 year old or sooner if no longer needed.</p>
14.	<p><u>Land Use Coordination on Files.</u> Includes records related to the coordination of EPA policies in the land use area. Records used in coordinating inter-agency activities, land use activities with state and local governments, and other appropriate government and private groups.</p> <p>a. <u>Environmentally Sensitive Area File.</u> Includes records related to controversial or sensitive land use policy areas, such as, floodplains, wetlands, coastal zone management, agricultural lands statements, and other environmentally sensitive areas. Records consist of copies of legislation, position papers, correspondence, and other related records.</p> <p>b. <u>Growth Management and Urban Policy File.</u> Includes records related to EPA's position on regional and urban growth and policy matters. Records consist of regional growth management seminars, EPA participation in the White House Conference on Balance Growth and Environmental Quality, and other related records.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 5 years, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives.</p> <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current year plus 5 additional years, then transfer to the FRC. Keep in the FRC 5 years, then offer to the National Archives.</p>

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Revised Item Numbers compared Previous Item Numbers;
Schedule Number, and NARS Job Number)

Title Of Schedule: Records of the Administrator and Deputy Administrator

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
1.	1.		NC1-412-85-11
2.	2.		
3.	3.		
4.	4.		
5.	5.		
6.	6.		
7.	7.		
8. (New)			
9. (New)			
10.	12.		
11.	13.		
12.	14.		
13.	15.		
14.	16.		

Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Records of the Administrator and Deputy Administrator

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
9.a.	1/4 C.F.	1/8 C.F.	Chronological