

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Research and Development	
3. MINOR SUBDIVISION Research and Development Laboratories	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-412-03-18	
DATE RECEIVED 8-26-2003	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 3-2-04	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. 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 on the attached 4 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 8-26-03	SIGNATURE OF AGENCY REPRESENTATIVE <i>for Tommy B. ...</i>	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached U.S. EPA 502 - Instrument Logbooks		

cc agency only

U.S. EPA RECORDS SCHEDULE 502X

DRAFT: 2/12/03

SERIES TITLE:

Instrument Logbooks

PROGRAM:

Research and Development Laboratories

EPA SERIES NO:

502

AGENCY FILE CODE:

RNDL 502

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Agency-wide

DESCRIPTION:

Consists of notebooks or logs kept by scientists in the course of performing routine, non-programmatic activities such as maintenance of equipment.

Excludes: Laboratory notebooks related to research projects.

DISPOSITION INFORMATION:

Disposable.

Break file when notebook or log is complete. Keep inactive materials in office 5 years after file break, then destroy.

ARRANGEMENT:

TYPE OF RECORDS:

Notebooks, Logs

SPECIFIC RESTRICTIONS:

MEDIUM:

Paper, electronic

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

REASONS FOR DISPOSITION:

Description and title of this series has been changed to exclude laboratory notebooks supporting research projects which are covered in EPA series 501 and 503.

AGENCY-WIDE GUIDANCE:

Laboratory notebooks which support in-house research projects are included in EPA 501 - Research Project Files Related to Rulemaking, and EPA 503 - Research Project Files Related to Basic, Exploratory Research.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

CONTROLLING UNIT:

Unit:

Office of Research and Development

Location:

Inclusive Dates:

Volume on Hand (feet):

Annual Accumulation (feet or inches):

CONTACT POINT:

Contact:

Mail Code:

Telephone:

Office:

RELATED ITEMS:

EPA 501

EPA 503

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:

NC1-412-78-3/6, NC1-412-85-23/6

Approval Date EPA:

Approval Date NARA:

Entry Date:

6/14/93

Last Modified:

2/12/03

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