

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCL-412-85-14	DATE RECEIVED 2-25-85
1. FROM <i>(Agency or establishment)</i> Environmental Protection Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Mobile Sources		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Harold Webster Thomas Tasker	5 TELEPHONE EXT 382-5912 382-5911	DATE 9-23-86	ARCHIVIST OF THE UNITED STATES <i>Frank J. Burke</i>
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 2/21/85	C. SIGNATURE OF AGENCY REPRESENTATIVE Thomas Tasker <i>Thomas Tasker</i>	D TITLE Agency Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1 - 16	<p>The Office of Mobile Sources 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 Mobile Source Records Control Schedule.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Carmelita S. Ryan</i> 6/26/86 NARA appraiser Date</p> <p><i>Thomas Tasker</i> 6/26/86 Agency representative Date</p>	Appendix C Schedule 6	

10 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
MOBILE SOURCE RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>Controlled and Major Correspondence of the Director, Office of Mobile Sources.</u> Includes copies of controlled and major correspondence signed by the Director. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies.	<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 FRC for 10 years, then offer to the National Archives in 5 year blocks.</p>
2.	<u>General Correspondence of the Director, Office of Mobile Sources.</u> Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
3.	<u>Program Development File.</u> Consists of records related to the development of Mobile Sources policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office 3 years, then transfer to the FRC. Keep in FRC for 20 years, then offer to the National Archives in 5 year blocks.</p>
4.	<u>Program Management File.</u> Consists of records related to the management and administrative support of each unit of the Office of Mobile Sources. Records consist of program planning and implementation, personnel needs, work, accomplishments, budgetary materials, and other program management activities.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
5.	<u>Speeches by Office Director or Staff.</u> Speeches prepared for delivery at civic functions and professional conferences and meetings.	<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 years, then transfer to the FRC. Keep in FRC 5 years, then offer to the National Archives in 5 year blocks.</p> <p>b. <u>Information Copies.</u> Destroy when 1 year old or sooner if no longer needed.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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6.	<u>Freedom of Information Response File.</u> Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year, then transfer to the FRC. Destroy when 2 years old.
7.	<u>Contracts and Grants File.</u> Documentation relating to the formulation, award, and changes in contracts and grants. Records consist of orders for supplies or services, procurement requests, justification statements, task orders, contractor or grantee proposals, bid evaluations, award notices, contractor staff resumes, contract or agreement, report of payments to contractors, progress reports, change notices, etc.	<u>Retention:</u> Retain 6 years. <u>Disposition:</u> Break file upon the completion of project. Keep in office for 1 additional year, then transfer to the FRC. Destroy when 6 years old.
8.	<u>Legislative File.</u> File for records pertaining to proposed existing Federal legislation. Records consist of proposed bills, acts, amendments, analysis of bills and amendments, news clips, briefing papers, hearing transcripts and reports, correspondence, etc.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file 2 years after completion of report. Keep in office 3 additional years, then transfer to the FRC. Destroy when 10 years old.
9.	<u>Technical Reports.</u> File contains copies of reports prepared for the Administrator showing progress made in the areas of control of automotive exhaust emissions and research efforts related thereto, and status of enforcement actions taken pursuant to Section 202(b)(4) of the Clean Air Act, as amended. Annual report to the Congress by the Administrator with respect to the development of systems necessary to implement emission standards and to report progress being made to abate exhaust emissions from mobile sources. Other technical reports pertaining to pollution from mobile sources, including publications, news clips, articles from magazines, etc.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file 2 years after completion of report. Keep in office 3 additional years, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives.
10	<u>Certification Records.</u> a. <u>Record Copy.</u> File contains documents pertaining to the certification of vehicles/engines by EPA. Records consist of applications (Parts I and II); EPA test results; certification of conformity; letter of nonconformity and related documents analysis of data on proposed automobiles and evaluation of tests and results to determine if such automobile meet prescribed standards; notices of violations of the Clean Air Act, etc.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file 1 year after certification action has been completed for model year. Keep in office 5 additional years, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives in 5 year blocks.

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	b. <u>Other Copies.</u>	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of year. Keep in office 3 additional years, then destroy.
11	<u>Fuel Economy Records.</u> Contains documents pertaining to fuel economy of motor vehicles. Records consist of manufacturers submission, general label contents, CAFE, interior volume information, FEDV, mileage, etc.	<u>Retention:</u> Permanent <i>Retain 20 years</i> <u>Disposition:</u> Break file 1 year after receipt of model year information. Keep in office 5 additional years, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives in 5 year blocks. <i>Destroy when 20 years old.</i>
12	<u>Data Records.</u> File contains copies of temperature chart tests, correlation tests of instruments, experimental testing of devices, strip chart of analyses, drivers trace charts, exhaust concentration data, preliminary results, as compared to final results of tests, etc.	<u>Retention:</u> Permanent <i>Retain 10 years</i> <u>Disposition:</u> Break file when tests have been completed. Keep in office 5 additional years, then transfer to FRC. Keep in FRC 15 years, then offer to the National Archives in 5 year blocks. <i>Destroy when 10 years old.</i>
13	<u>Technology Assessment File.</u> a. <u>Record Copy.</u> File contains documents pertaining to the development and assessment of technology in meeting motor vehicle emission standards pursuant to Section 202(c) of the Clean Air Act. Records consist of technology availability, fuel economy and cost at each level of several alternative emission standard levels; request sent to car manufacturers to ask them to describe the design of their emission control systems, test and development programs, emission data covering regulated and nonregulated pollutants, fuel economy and cost information; studies being conducted by contractors on the technological feasibility of meeting motor vehicle emission standards; tests and evaluations of proposed advancement of technology in automobiles and fuels; tests and evaluations of conversions to gaseous fuels and recommendations on the use of such fuel as a means to curb exhaust emissions from vehicles; reports of information obtained from car manufacturers concerning the status of their development programs; etc.	<u>Retention:</u> Permanent <u>Disposition:</u> Break file when tests and evaluation have been completed. Keep in office 5 additional years, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives in 5 year blocks.
	b. <u>Other Copies.</u>	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of year. Keep in office 3 additional years, then destroy.

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14.	<u>Inspection and Maintenance (I/M)</u> . File contains documents pertaining to state inspection/maintenance programs to control air pollution. The inspection/maintenance program is required as a part of State Implementation plans pursuant to the Clean Air Act Amendments of 1970. Records consist of policy statements on I/M; technical analysis of emission reduction benefits; background and program supporting documentation on mobile source control and program implementation efforts; coordination between Headquarters and regions on program policy and operations; development plans for providing information to the public; and technical issues such as health effects, air pollution research, emission testing, and I/M and fuel economy.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file when I/M programs are revised. Keep in office 5 additional years, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives in 5 year blocks.
15.	<u>Environmental Impact Statement and Review File</u> . Covers activities related to environmental impact statement needs, requirements, development, and appraisals. Records consist of environmental impact statements, appraisals, negative declarations, comments and program papers relating to impact of Federal activities on environment, preparation, and review summaries.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file upon completion of review. Keep in office 1 additional year, then transfer to the FRC. Destroy when 5 years old.
16.	<u>Standards and Regulations Files</u> . Contains information relating to the development and installation of rules for effecting the environmental legislation passed by Congress. Records consist of proposed regulations, internal comments, journal articles and other supporting literature, proposed rules, response to proposals, <u>Federal Register</u> tear sheets of rules, EPA press releases, newspaper clippings, etc.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file after resolution of any litigation. Keep in office 1 year, then transfer to the FRC. Keep in FRC for 15 years, then offer to the National Archives in 5 year blocks.

RECORDS MANAGEMENT MANUAL

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

Title Of Schedule: Mobile Source Records

<u>Item No.</u>	<u>Volume On Hand (Cu. Ft.)</u>	<u>Growth Per Year(Cu. Ft.)</u>	<u>Arrangement Of Files</u>
1.	2	$\frac{1}{2}$	Subject
3.	4	1	Subject
5.	$\frac{1}{2}$	$\frac{1}{2}$	Chronological
11.	20	10	Chronological
12.	300	60	Chronological
14.	5	$2\frac{1}{2}$	Chronological

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

Title Of Schedule: Mobile Source Records

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
1. (New)		C-6	
2. (New)			
3. (New)			
4. (New)			
5. (New)			
6. (New)			
7.	1.		NCI-412-75- 10 ⁵
8.	2.		"
9.	4.		"
10.	5.		"
11. (New)			
12.	6.		"
13.	8.		"
14 (New)			
15.	9.		"
16.	10.		"