Message

From: Archuleta, Crystal [Archuleta.Crystal@epa.gov]
Sent: 6/13/2018 9:15:53 PM
To: Thomas, Deb [thomas.debrah@epa.gov]
CC: Moon, Diane [Moon.Diane@epa.gov]; VonTilius, Meghan [VonTilius.Meghan@epa.gov]; Griffin, Sarah [Griffin.Sarah@epa.gov]
Subject: Records Information per our meeting
Attachments: ACTIVITY REQUEST form online 06-17-2015.docx; Superfund Coding Sheet (SDMS) rev 9.docx

Per our meeting, here is some additional information, and attached are the electronic submission forms.

Travel:
For Travel Schedule 1010 http://intranet.epa.gov/records/schedule/final/1010.html, the original receipts may be included, excluding Superfund travel.

Original receipts for Superfund site-specific travel are scanned into the Superfund Cost Organization Recovery Package Imaging Online System (SCORPIOS) (schedule 0052 http://intranet.epa.gov/records/schedule/final/0052.html), and filed in the appropriate site file and retained with cost recovery records and covered by Draft Schedule 1036, item c, http://intranet.epa.gov/records/schedule/draft/1036.html

State Profiles:
I showed the State Profiles to Sally Griffin of the Records Center, she believes they are summaries of State and EPA interactions. We think the best schedule fit would likely be 1021b, according to your file plan. We could research to see if any other schedules will address these documents if you like?

If you concur with 1021b, you may submit them to the Records Center as such. It is best guess that they likely closed at the end of the calendar year, they have a 10 year retention.

Planning and Resource Allocation
http://intranet.epa.gov/records/schedule/final/1021.html

Links to full description of other schedules in your file plan:

Administrative Management
http://intranet.epa.gov/records/schedule/final/1006.html

Supervisors Personnel Files
http://intranet.epa.gov/records/schedule/final/0122.html

Let me know if you have any questions

Thank you for your time,

Crystal N. Archuleta
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