R10 InfoPage

Search workplace.epa.gov...

Q&D - Office of Ecosystems Tribal & Public Affairs Records Disposition Schedules

RECORD SERIES DESCRIPTION	DISPOSITION	NARA #
Link to the common **Housekeeping Schedules** not included in this table	Link to your full printable ETPA - Immed. Office **File Plan Spreadsheet**	
ADMINISTRATIVE DECISION RECORDS: CERCLA 106(b) allows potentially responsible parties (PRPs) to petition the Fund for reimbursement of reasonable costs of response actions if they can prove they were not liable for the response costs or they can demonstrate, on the administrative record, the response action ordered was arbitrary and capricious or otherwise not in accordance with the law. These records include 106(b) petitions, correspondence with the petitioner and the regional office, the Preliminary Decision Document, comments by the petitioner and the regional office on the preliminary decision, the Final Decision Document, and other relevant documentation. **Item a:** Record copy **Function**: 107-024-01 **085**	**Item a:Disposable** Close inactive records when final decision has been issued or when settlement is completed. Destroy 30 years after file closure.	N1-412-07-54/3 **Status:** Final, 2/28/2009
ADMINISTRATIVE RECORDS - PERMITS: The administrative record is required for issuance of draft and final permits for Prevention of Significant Deterioration (PSD), Resource Conservation and Recovery Act (RCRA), National Pollutant Discharge Elimination System (NPDES), and Underground Injection Control (UIC), when EPA is the permitting authority. The record includes the permit application, draft permit or notice of intent to deny, statement of basis and documentation, the environmental impact statement (NPDES only), comments received during the public comment period, public hearing transcripts and related documentation, and the final permit. **Item a:** RCRA land disposal **Item b:** UIC and UIC exemptions **Item c:** NPDES minor permits **Item d:** All other permits Includes NPDES except minors, pretreatment, ocean dumping, section 404 dredging and fill, PSD, and TSCA PCB disposal. **Function**: 204-079 **210**	**Item a: Disposable** Close inactive records at issuance of administrative record. Destroy 30 years after file closure. **Item b: Disposable** Close inactive records at issuance of administrative record. Destroy 30 years after file closure. **Item c: Disposable** Close inactive records at issuance of administrative record. Destroy 10 years after file closure. **Item d:Disposable** Close inactive records at issuance of administrative record. Destroy 10 years after file closure.	N1-412-07-36 **Status:** Final, 06/30/2007 This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.
ADMINISTRATIVE SUPPORT DATABASES: Includes a broad range of primarily PC-based systems used to support administrative or housekeeping functions, containing information derived from paper copy records or from other electronic data systems disposable under NARA's General Records Schedules or an approved Agency records schedule. Examples of these databases include budget preparation, property management, program planning, spending, accounting, activity	**Item a:Disposable** Delete electronic version when no longer needed for administrative, legal, audit, or other operational purposes. **Item b:Disposable**	General Records Schedule 20/3b(1) (Item a) General Records Schedule 20/3b(2) (Item b)

recordkeeping requirements **Item b:** When the electronic record replaces hard copy records that support administrative housekeeping functions **Item c:** Hard copy printouts created for short-term administrative purposes **Function:** 401 **090**	later. **Item c:Disposable** Destroy when no longer needed for administrative, legal, audit, or other operational purposes.	**Status:** Final, 3/31/2013
COMPLIANCE FILES: Contains records used to determine compliance with pollution regulations and to recommend legal enforcement actions if necessary. Includes compliance schedules, inspections, reports, correspondence, inventories, sampling and analytical data, field notebooks, and related documents. Also includes notices of noncompliance, and compliance orders that do not result in enforcement actions. **Item a:** Record copy **Function**: 108-025-08 **211**	**Item a: Disposable** Close inactive records at end of year. Destroy 5 years after file closure.	N1-412-07-1/10 **Status:** Final, 12/31/2007
CONTINUITY OF OPERATIONS (COOP) EXERCISES: Contains consolidated or comprehensive reports reflecting Agency-wide results of tests conducted under contnuity of operations (COOP) plans. Also includes background documents such as instructions to members participating in test, staffing assignments, messages, and tests of communications and facilities. **Item a:** Consolidated and comprehensive reports **Item b:** Background documents **Function**: 302-095 **603**	**Item a:Disposable** Close inactive records when report is completed. Destroy 5 years after file closure. **Item b:Disposable** Close inactive records when report is completed. Destroy 3 years after file closure.	N1-412-07-54/8 (Item a) GRS 18/28 (Item b) **Status:** Final, 08/31/2008
CONTINUITY OF OPERATIONS (COOP) PLANS: Contains continuity of operations (COOP) plans and directives for the continued operation of EPA in times of an emergency or disaster. Includes related background documents such as correspondence, reports and instructions, charts and plans used in defense mobilization planning, evacuation shelters, emergency relocation and the vital records protection program. **Item a:** Plan or directive **Item b:** Background documents **Function**: 302-095 **602**	**Item a:Disposable** Close inactive records when superseded or canceled. Destroy 5 years after file closure. **Item b:Disposable** Close inactive records when superseded or canceled. Destroy 3 years after file closure.	N1-412-07-54/7 (Item a) GRS 18/27 (Item b) **Status:** Final, 12/31/2012
CONTRACT MANAGEMENT RECORDS: Contract records include all correspondence and related records pertaining to the award, administration, receipt, inspection and payment of any and all contracts to which EPA is a party and which are maintained and used by the Agency or Contracting Officer for contract documentation and for performance and financial monitoring and oversight activities. Also includes reviews and audits conducted by the Financial Analysis and Rate Negotiation Service Center (FARSC). Excludes: Superfund site-specific contract management records scheduled as EPA 020; final deliverables scheduled as EPA 258; and unsuccessful bids and proposals not filed with the related contract case files scheduled as EPA 275. **Item b:** Contract-level Contracting Officer's Representative (COR) Formerly called Project Officer (PO) **Item c:** Other Contracting Officer's Representative (COR)	**Item b:Disposable** Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract. **Item c:Disposable** Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.	N1-412-06-6/5 **Status:** Final, 10/31/2008

Project Officer (DOPO) or Work Assignment Manager (WAM) **Function**: 405 **202**		
CONTROLLED & MAJOR CORRESPONDENCE: Includes signed controlled and major correspondence. 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. Records consist of copies of incoming letters, copies of the responses, and enclosures. Also includes indexes to the correspondence. **Item b:** Other federal employees **Function**: 404-141-02-01 **141**	**Item b: Disposable** Close inactive records at end of year. Destroy 10 years after file closure.	N1-412-06-10 **Status:** Final, 2/28/2011
DIRECTIVES AND POLICY GUIDANCE DOCUMENTS ISSUED BY SPECIFIC PROGRAMS AND REGIONS: Includes all records that document EPA's major policy decisions and program operational procedures originated within each program and regional office providing the mandates for overall and specific program direction and action. Records consist of official policy decisions, delegations of authority, memos that set policy or issue guidance, operating guidance, procedures manuals, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action. These collections of materials may be in the form of a program directives system or a program compendium with finding aids and indexes. **Item a(1):** Published or released to the public and related background materials - Nonelectronic **Item a(2):** Published or released to the public and related background materials - Electronic **Item a(3):** Published or released to the public and related background materials - Electronic copy of records transferred to the National Archives **Item b:** Unpublished or not released to the public and related background materials Function: 306-112 **007**	**Item a(1):Permanent** Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure. **Item a(2):Permanent** Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. **Item a(3):Disposable** Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. **Item b:Disposable** Close inactive records upon decision to not publish or issue. Destroy 10 years after file closure.	N1-412-06-7 **Status:** Final, 12/31/2010
DISASTER RESPONSE: Includes records that document EPA's response to disasters or emergencies. Records include, but are not limited to, damage surveys, damage assessments, environmental samplings, GIS data, inspection reports, correspondence, interagency documentation, and administrative support documents. Excludes: Records related to the logistical or administrative aspects of a response (e.g., staffing, travel, timekeeping, etc.) that are covered by their specific administrative schedules. **Item a:** Presidential declared major disasters Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item. **Item a(1):** Presidential declared major disasters -	**Item a(1):Permanent** Close inactive records upon completion of each major benchmark. Transfer to the National Archives 20 years after file closure. **Item a(2):Permanent** Close inactive records upon completion of each major benchmark. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. **Item a(3):Disposable** Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. **Item b:Disposable**	N1-412-07-61 **Status:** Final, 2/28/2011

such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item. **Item a(2):** Presidential declared major disasters - Electronic Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item. **Item a(3):** Electronic copy of records transferred to the National Archives Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item. **Item b:** Other Presidential declared emergencies Includes records documenting short-term federal emergencies requiring federal assistance to supplement state and local efforts to save lives, protect property, or to lessen or avert the threat of a catastrophe. **Item c:** Local EPA emergencies Includes local emergencies occurring in or near EPA facilities (e.g., flooding due to a broken pipe) affecting the ability to conduct EPA business. Function: 104-010-01 **233**	**Item c:Disposable** Close upon completion of all clean up and restoration activities. Destroy 10 years after file closure.	
Discrimination Complaints - External: Records relate to the civil rights violations filed by individuals or groups who allege that their civil rights have been violated by EPA-funded entities. The records include complaints, correspondence, reports, exhibits, notices, depositions, transcripts, and other related documents. **Item a:** Record copy 108-025-08 **497**	**Item a: Disposable** Close inactive records when final decision is written. Destroy 10 years after file closure.	N1-412-07-68/5 **Status:** Final, 3/31/2009
ELECTRONIC BULLETIN BOARDS: Includes a broad range of systems used to provide ready, user -friendly access to frequently used information in a "public forum" format. Announcements and messages can be posted and read by any user. Information may be drawn from Agency databases, publicly available sources or a combination of sources. Also includes other types of on-line dialogue, including chat rooms, blogs, wikis, listservs, Lotus Notes Teamrooms and QuickPlace. Information is brought together to simplify access and provide specialized support for specific information needs. Often used to distribute software programs, models, or text files. **Item c:** Electronic data **Function**: 305-109 **094**	**Item c:Disposable** Delete when no longer needed.	N1-412-96-1/1 **Status:** Final, 3/31/2011
	Item a:Disposable	

action against a pollution source or discharger. Includes correspondence, meeting documentation, inspections, field notebooks, evaluations, documentation of administrative actions including notices of violation, notices of deficiency, information requests, warning letters, administrative compliance orders, documentation of civil and criminal actions, corrective action orders, attorney work products, case summaries, pleadings, state and local enforcement records, settlement documents including consent decrees, discovery requests, and notices of intent to sue. Excludes: Superfund site-specific and oil spill site-specific enforcement actions scheduled as EPA 025 and EPA 480, respectively. **Item a:** Administrative case files, whether a formal enforcment action is initiated or not **Item b:** Judicial case files where routine legal actions are required **Item c(1):** Landmark or precedent cases - Nonelectronic Includes cases as designated by the Regional Administrator's designee. **Item c(2):** Landmark or precedent cases - Electronic Includes cases as designated by the Regional Administrator's designee. **Item c(3):** Landmark or precedent cases - Electronic copy of records transferred to the National Archives Includes cases as designated by the Regional Administrator's designee. **Function:** 108-025-08 **207**	**Item b:Disposable** Close inactive records upon settlement or closing of case. Destroy 20 years after file closure. **Item c(1): Permanent** Close inactive records upon settlement or closing of case. Transfer to the National Archives in 5 year blocks 20 years after file closure. If record is microform, destroy paper after quality assurance is completed. **Item c(2): Permanent** Close inactive records upon settlement or closing of case. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. **Item c(3): Disposable** Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	12/31/2012
FINAL DELIVERABLES AND REPORTS: Consists of final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Also includes final reports resulting from special studies and surveys completed within the Agency. **Item a(1):** Environmental programs, except Superfund site-specific - Nonelectronic **Item a(2):** Environmental programs, except Superfund site-specific - Electronic **Item a(3):** Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives **Item b:** Superfund site-specific **Item c:** Non-environmental programs **Function**: 305-109-01 **258**	**Item a(1):Permanent** Close inactive records upon completion of project. Transfer to the National Archives 20 years after file closure. **Item a(2):Permanent** Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. **Item a(3):Disposable** Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. **Item b:Disposable** Close inactive records upon completion of project. Destroy 30 years after file closure. **Item c:Disposable** Close inactive records upon completion of project. Destroy 7 years after file closure.	N1-412-06-27 **Status:** Final, 10/31/2008

and process Freedom of Information Act (FOIA) requests, create reports, and electronically generate the annual report required by the FOIA statute. The Environmental Protection Agency (EPA) is responsible for managing the system, but each participating agency is responsible for managing its own data. At EPA, this system replaces FOIAXpress and the Freedom of Information Act Tracking System (FOIMATS). **Item b:** Deleted, covered by other schedules **Function**: 305-109-02-01 **263**	Covered by other schedules	5/31/2013
GRANTS & OTHER PROGRAM SUPPORT AGREEMENTS: Includes records that document all types of agreements with other federal, state, or local government agencies, universities, non-profit organizations, Tribes, and other institutions to which EPA is a party, and that support EPA's environmental programs (other than Superfund site-specific, and waste water construction and state revolving fund grants). Specific types of agreements include assistance agreements, grants, cooperative agreements, interagency agreements, agreements for "guest" workers, and other types of program support agreements administered by headquarters or EPA regions and that provide for research, demonstration projects, training, fellowships, investigation, surveys, studies, or other types of program support activities. Also includes supporting documentation. Specific types of records include, but are not limited to, documentation of significant actions and decisions relating to and supporting the award of agreements, documentation of actions and decisions relating to the competition of agreements, announcements and solicitations of funding opportunities, justifications, requests and justifications for the non-competitive award of agreements, cost estimates, scopes of work, correspondence, applications, pre-award reviews, funding decisions, award documentation, documentation relating to the evaluation of proposals and applications, conflict of interest documentation, transmittal correspondence, agreements, agreement oversight activities, non-compliance documentation, dispute documentation, audit records, closeout documentation for completed agreements; and reports and evaluations resulting from agreements. Excludes: Final products and deliverables (EPA 258), Superfund site-specific grants and agreements (EPA 001), and waste water construction and state revolving fund grants (EPA 232). **Item a:** Record copy Function: 205 **003**	**Item a:Disposable** Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.	N1-412-07-34 **Status:** Final, 11/30/2008
INPUT AND SOURCE RECORDS - NONELECTRONIC: This item covers input and source records used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. **Item a(1):** Hard copy documents that NARA has	**Item a(1):Permanent** Transfer to NARA in accordance with previously approved schedule. **Item a(2):Permanent** Transfer to NARA in accordance with previously approved schedule. **Item a(3):Varies**	GRS 20/2 **Status:** Final, 04/30/2008

copied/converted to an electronic format Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.). **Item a(2):** Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.). **Item a(3):** Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations) Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.). **Item a(4):** Hard copy documents other than those covered by items a(1) - a(3) above **Item b:** Electronic records entered into the system during an update process, and not required for audit and legal purposes Excludes electronic records as noted in item c. **Item c:** Electronic records received from another agency and used as input/source records by the receiving agency Excludes records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency. **Item d:** Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database **Function**: 404-142-01 **171**	been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(l)(i), whichever is later. **Item b:Disposable** Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later. **Item c:Disposable** Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later. **Item d:Disposable** Delete after the necessary data have been incorporated into a master file.	
MANAGEMENT STUDIES: Consists of staff studies; analyses of administrative policies and procedures; manpower surveys; organization and methods surveys and studies; activity, progress, management improvement, and other reports; and other related records. **Item a(1):** Record copy - Nonelectronic **Item a(2):** Record copy - Electronic **Item a(3):** Electronic copy of records transferred to the National Archives **Function:** 304-107 **105**	**Item a(1):Permanent** Close file after completion of the study or report or when canceled. Transfer to the National Archives in 5 year blocks 20 years after file closure. **Item a(2):Permanent** Close file after completion of the study or report or when canceled. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. **Item a(3):Disposable** Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-07-2/2 **Status:** Final, 01/31/2011

Contains information related to the in house preparation of environmental impact statements by EPA staff and consultants. **Item a(1):** Environmental impact statements (EISs) Includes drafts, final, and any official supplemental EISs, record of decision, official reference material such as notices of intent and availability in the Federal Register, comments on EIS documents made by interested parties, special studies or supplemental material related to the EIS. **Item a(2):** Environmental assessments (EAs) Includes EA, Federal Register notices, findings of no significant impact (FONSI), any comments made by interested parties, special studies or supplemental material related to the EA. **Item a(3):** Categorical exclusions (CEs) Includes CE, any documents related to the distribution of the CE, special studies or supplemental material related to the CE. **Function**: 108-025-08 **134**	if project is withdrawn, upon official notification from the preparing office. Transfer nonelectronic records to the National Archives 14 years after file closure. Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 14 years after file closure. **Item a(2): Permanent** Close inactive records upon completion of EA. Transfer nonelectronic records to the National Archives 14 years after file closure. Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 14 years after file closure. **Item a(3): Permanent** Close inactive records upon completion of CE. Transfer nonelectronic records to the National Archives 14 years after file closure. Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 14 years after file closure.	**Status:** Final, 06/30/2007 This schedule authorizes the disposition of the record copy in any media (media neutral).
PERMIT FILES: Contains records used in the issuance or denial of a permit issued by EPA offices or authorized states, federal facilities, interstate or local agencies. Includes draft and final permits; major and minor permits; permit modifications; general, special, emergency, research, interim permits, and others. Consists of the notification form, permit applications, background and supporting documentation, public notices, comments and records of public meetings, fact sheets, exception reports, appeals, delistings, correspondence, financial assurance documents, and other related records. Excludes: Resource Conservation and Recovery Act (RCRA) program permits scheduled as EPA 478. **Item a(1):** UIC, when EPA is the permitting authority and UIC exemptions - Nonelectronic Includes underground injection control (UIC), when EPA is the permitting authority and UIC exemptions.	**Item a(1):Permanent** Close inactive records when a well has been properly plugged, abandoned and terminated per EPA requirements; or when a permit application has been denied or withdrawn; or when a determination has been made that a permit is not required or if the permit has been issued and not acted upon by the company within one year. Transfer to the National Archives 30 years after file closure. **Item a(2):Permanent** Close inactive records when a well has been properly plugged, abandoned and terminated per EPA requirements; or when a permit application has been denied or withdrawn; or when a determination has been made that a permit is not required or if the permit has been issued and not	N1-412-08-6 **Status:** Final, 12/31/2012

(UIC), when EPA is the permitting authority and UIC exemptions. **Item a(3):** UIC, when EPA is the permitting authority and UIC exemptions - Electronic copy of records transferred to the National Archives. Includes underground injection control (UIC), when EPA is the permitting authority and UIC exemptions. **Item b:** NPDES minor permits Includes national pollutant discharge elimination system (NPDES) minor permits **Item c:** All others, excluding those covered in items a, b and d Includes: UIC (except when EPA is permitting authority and UIC exemptions); NPDES (except minors); pretreatment; sewage treatment; ocean dumping; new source review (NSR) (including prevention of significant deterioration (PSD)), nonattainment NSR, and minor NSR); and Toxic Substances Control Act (TSCA) polychlorinated biphenyls (PCB) disposal. **Item d:** Dredging and fill **Function**: 204-079 **205**	5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. **Item a(3):Disposable** Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. **Item b:Disposable** Close inactive records when no longer needed. Destroy 10 years after file closure. **Item c:Disposable** Close inactive records at permit renewal or termination (revocation or expiration) or at end of calendar year. Destroy 10 years after file closure. **Item d:Disposable** Close inactive records at permit renewal or termination (revocation or expiration) or at end of calendar year. Destroy 5 years after file closure.	
PESTICIDES FACILITIES FILES: Contains documents relating to the manufacture, distribution, and application of pesticides products. Includes registration applications, registrations, investigation reports and supporting papers, certification forms, correspondence, and other related records. **Item a:** Record copy **Function**: 108-025-06-01 **225**	**Item a: Disposable** Close inactive records at end of year. Destroy 10 years after file closure.	N1-412-07-35/1 **Status:** Final, 06/30/2007
PESTICIDE PRODUCING ESTABLISHMENTS REPORTS: Consists of reports showing pesticide establishments data transferred from producers' annual reports. Reports show data concerning the kind and amount of pesticides being manufactured by the establishments, pursuant to requirements of FIFRA. The reports are output from the Section Seven Tracking System. **Item a:** Record copy **Function**: 108-025-06-01 **277**	**Item a: Disposable** Close inactive records when superseded. Destroy 1 year after file closure or when no longer needed.	N1-412-07-35/3 **Status:** Final, 06/30/2007
Public Affairs Project Files: Contains documents and other material prepared for the purpose of assisting EPA officials in presentations such as Congressional hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities. **Item a(1):** Original artwork - Special projects. Includes artwork used in Congressional hearings, budget presentations, summary review conferences, technical briefings, presentations to the public such as speeches, releases to news media,	**Item a(1): Disposable** Close inactive records after project or program is completed. Destroy 3 years after file closure. **Item a(2): Disposable** Close inactive records after project or program is completed. Destroy 1 year after file closure. **Item b: Disposable** Close inactive records at end of year.	**Status:** Development, 07/31/2007 Contact Joyce Aoyama X3-2595 for more info.

and routine in-house activities. **Item b:** Slides and viewgraphs used by program, staff, and project offices for presentations. **Item c:** Designs and engineering drawings for fabrication of display models and exhibits **Function**: 305-109-02-04 **536**	longer needed or obsolete. Destroy 3 years after file closure.	
PUBLIC AWARENESS FILES: Includes records used to produce outreach materials for the public or Congress produced by program and regional offices. Records consist of background papers, talking points, briefings and briefing books, news clippings, biographical information on EPA officials, documents on program activities, reports on program and policy developments, news releases, fact sheets, and other records used in formulating news or press releases. It also includes conference and symposium materials relating to programs, an element of the program, a particular regulation, or an environmental event. **Item a(1):** Official dissemination products - Nonelectronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents. **Item a(2):** Official dissemination products - Electronic Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents. **Item a(3):** Official dissemination products - Electronic copy of records transferred to the National Archives Includes documents posted to EPA's Internet News Room by Headquarters and Regional Offices of Public Affairs, including press or news releases, fact sheets, and related documents. **Item b:** Background or working papers **Function**: 305-109-02-04 **081**	**Item a(1):Permanent** Close inactive records at end of year. Transfer to the National Archives 10 years after file closure. **Item a(2):Permanent** Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. **Item a(3):Disposable** Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. **Item b:Disposable** Close inactive records at end of year. Destroy 3 years after file closure.	N1-412-07-68/14 **Status:** Final, 12/31/2010
REGULATIONS, STANDARDS, & GUIDELINES: Files contain information relating to the development, review, and approval of published and unpublished rules and regulations pursuant to environmental legislation passed by Congress. Records include drafts of proposed regulations and guidelines, the final regulations and guidelines, public and internal comments including concurring and dissenting opinions, OMB request for comments, hearing transcripts, meeting minutes, background documents and other technical support material generated during the process to develop and approve the regulation, standard, or guideline, along with current indexes of documents both included and cited as precedent. Files	**Item a: Permanent** Close inactive records upon promulgation of rule or approval of guideline. Transfer nonelectronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure. If record	N1-412-07-2/6 **Status:** Final, 06/30/2007 This schedule authorizes the disposition of the record copy in any media (media neutral).

Item a: Published regulations, standards, and guidelines **Item b:** Unpublished regulations, standards, and guidelines **Function**: 306-114 **149**	**Item b: Disposable** Close inactive records upon decision to not publish the regulation, standard, or guideline. Destroy 10 years after file closure. If record is microform, destroy paper after quality assurance is completed.	
Special Studies: Contains supporting files relating to the development of special studies and surveys produced in house by individuals, committees or task forces. Examples of such studies include topics such as environmental levels of toxic substances, coastal zone management, or economic benefits and impacts of pesticides.Excludes: Final studies and surveys scheduled as EPA 258 and management studies scheduled as EPA 105. **Item a:** Record copy **Function**: 108 **005**	**Item a: Disposable** Close upon completion of study. Destroy 7 years after file closure.	N1-412-07-1/1 **Status:** Final, 03/30/2007 This schedule authorizes the disposition of the record copy in any media (media neutral).
STATE AND OTHER ENTITY PROGRAM AUTHORIZATION AND APPROVAL FILES: Contains records that document the process for authorizing operation of a program by states and other entities in lieu of a federal program. Types of records include the application with background and supporting documentation, correspondence, copies of statutes and regulations, interim authorizations, and documentation of public participation activities. Also includes documents relating to EPA's review, evaluation, and determination of the program, development of enforcement and environmental standards, as well as authorization withdrawals as it applies to the initial program authorization and subsequent revisions **Item a(1):** Record copy - Nonelectronic **Item a(2):** Record copy - Electronic **Item a(3):** Electronic copy of records transferred to the National Archives **Function**: 304-104-03 **204**	**Item a(1):Permanent** Close inactive records at end of year or after new authorization is signed. Transfer to the National Archives in 5 year blocks 20 years after file closure. **Item a(2): Permanent** Close inactive records at end of year or after new authorization is signed. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. **Item a(3):Disposable** Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-07-2/8 **Status:** Final, 01/31/2011
STATE AND OTHER ENTITY RELATIONS AND OVERSIGHT FILES: Contains records used to oversee programs operated in lieu of a federal program by states and other entities. Includes reports, inspections, inventories, correspondence, program reviews, and corrective actions. **Item a:** Record copy **Function**: 301-093 **203**	**Item a: Disposable** Close inactive records at end of year. Destroy 10 years after file closure.	N1-412-07-1/9 **Status:** Final, 03/30/2007
TRAINING MATERIAL: Contains records used by Agency personnel in planning, preparing, writing, arranging, and conducting training programs for EPA and non-EPA employees, including state and other federal agency personnel. Records	**Item a: Disposable** Close inactive records after course or material is superseded.	N1-412-06-11 **Status:** Final, 04/30/2012

correspondence, training participation surveys and rosters, instructional materials, manuals, and other training aids. Excludes: Records for training administered by the Personnel program scheduled as EPA 571. **Item a:** Routine training materials. Includes training course plans and materials used for personnel and management training unrelated to the environmental missions of the Agency. **Item c(1):** Mission-related training materials Nonelectronic. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs. **Item c(2):** Mission-related training materials - Electronic. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs. **Item c(3):** Mission-related training materials - Electronic copy of records transferred to the National Archives. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs. **Function**: 305-109-02-04 **200**	Close inactive records after course or material is superseded. Transfer to the National Archives in 5 year blocks 20 years after file closure. **Item c(2): Permanent** Close inactive records after course or material is superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. **Item c(3):Disposable** Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	
EPA Non-Records: Non-record reference materials maintained by individuals or programs, including manuals, technical reports, extra copies of the program's publications, journal articles, books, directories, etc. **Item a:** Nonrecord copy (NONR 008A)	a. Close when obsolete, superseded or no longer needed for reference, then destroy	NOT APPLICABLE
309 REVIEW & COMMENT FILES: Contains documents used in review and coordination of EPA comments on projects that may impact on the environment. **Item a(1)(a):** 309 review comment file - Nonelectronic Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials. **Item a(1)(b):** 309 review comment file - Electronic Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations,	**Item a(1)(a):Permanent** Close inactive records upon completion of project review after final comment issuance. Transfer to the National Archives 20 years after file closure. **Item a(1)(b):Permanent** Close inactive records upon completion of project review after final comment issuance. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	N1-412-08-16 **Status:** Draft, 1/31/2011

other associated materials. **Item a(1)(c):** 309 review comment file - Electronic copy of records transferred to the National Archives Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials. **Item a(2):** 309 review report Includes computer-generated data summarizing official 309 reviews, Federal Register notices, and other associated materials. **Item a(3):** Summarized comments **Function:** 108-025-08 **135**	the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. **Item a(2):Disposable** Close inactive records at end of reporting cycle. Destroy 15 years after file closure. **Item a(3):Disposable** Close file when comments are summarized. Destroy after file is closed.	
Unsuccessful Grant Application Files: Includes but is not limited to applications, proposals, correspondence, and other records and documentation related to unsuccessful (e.g., rejected, withdrawn, not selected for award under a competition) applications for grants and unsolicited proposals for grants that are not accepted for award. This includes documentation relating to the evaluation of the unsuccessful application or unsolicited proposal for award. **Item a:** Record copy **Function:** 205 **334**	**Item a: Disposable** Close inactive records after rejection or withdrawal. Destroy 3 years after file closure.	Schedule 3/13 **Status:** Final, 02/14/2007