



How to Prevent Unauthorized Destruction of EPA Records

Did you know that there are criminal penalties for the willful and unlawful destruction, removal or concealment or private use of Federal records ([18 U.S.C. Section 2071](#))?

SEE ALSO:

[Records Management for EPA Senior Officials \(PDF\)](#)

FOR MORE INFORMATION

Contact the Records Help Desk

Phone: 202-566-1494

E-mail: records@epa.gov

Web: www.epa.gov/records

RECORDS LIAISON OFFICERS:

Headquarters

www.epa.gov/records/people/hq.htm

Regional

www.epa.gov/records/people/region.htm

Lab & Field Office

www.epa.gov/records/people/labs.htm



Here are some tips on how to prevent unauthorized destruction of EPA records during this time of transition

- Identify your records, nonrecords and personal papers (paper and electronic).
- Keep your records, nonrecords and personal papers separate.
- Clearly label containers (boxes, folders, drawers) with the contact name and whether they are records, nonrecords, or personal papers and other identifying information (file or project name).
- Transfer custody of your documentation to a new records custodian (RC) or your records liaison officer (RLO).
- Identify and transfer custody of your paper records.
- Identify and transfer custody of your electronic records, including:
 - e-mail records (filed in ECMS or printed and filed in the paper recordkeeping system);
 - electronic records residing on your C:\, F:\, G:\ drives or on a mainframe;
 - electronic records residing on collaboration tools (e.g., QuickPlace, Portal), portable storage devices (BlackBerry, PDAs, CDs, DVDs, floppies, thumbdrives).
- Identify and transfer custody of any records that are subject to:
 - an existing Freedom of Information Act (FOIA);
 - an existing litigation hold;
 - an existing audit or Congressional inquiry.

Records Commonly Used by Senior Officials

The following lists common EPA records that may be maintained for senior officials in any office. This list may be helpful in determining whether documentary materials are records. The associated retention information is listed, along with the records schedules. See the [records schedules](#) for complete descriptions and retention information.

Type of Record / Schedule Number	Description / Retention
Calendars, Schedules, and Logs of Daily Activities 111	Calendars, appointment books, schedules, logs, diaries and records documenting meetings, appointments, telephone calls, trips, and visits. Permanent
Controlled and Major Correspondence 141	Copies of signed controlled and major correspondence which 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. Permanent
Directives and Policy Guidance Documents Issued by Specific Programs and Regions 007	Includes all records which 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. Permanent Unpublished directives and guidance. Temporary (10 years)
Interagency Committee Records Not Related to FACA 186	Committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions. Temporary (3 years)
Intra-Agency and Internal Committees 187	Records of meetings of committees and non-rulemaking work groups and task forces held within EPA related to EPA's mission. Temporary (variable)
Manuscripts of Articles Written by EPA Personnel 334	Original drafts of articles submitted to professional, trade, and commercial magazines for publication. Permanent - (for manuscripts related to EPA's environmental missions)
Program Development Files 145	Records related to the development of environmental and administrative policies and programs. Permanent
Program Management Files 006	Records which relate to the on-going management of programs and routine projects within programs. Temporary (variable)
Reports to Congress and/or the President 155	Reports made to Congress and/or the President by EPA in accordance with the mandates of all environmental legislation. Permanent (final report) Work files. Temporary (6 years)
Rulemaking Committees 518	Records of rulemaking committees and work groups. Permanent Unpublished regulations, standards and guidelines. Temporary (10 years)
Speeches and Testimony 140	Speeches prepared for delivery while representing the Agency at EPA-sponsored meetings, and government, civic and professional conferences and meetings. Permanent
Travel 028	Travel records used to account for employees while on travel status, and to request reimbursement or balance due on travel funds authorized. Temporary (variable)