Request for Records Disposition Authority

Records Schedule Number	DAA-0412-2015-0003
Schedule Status	Approved
Agency or Establishment	Environmental Protection Agency
Record Group / Scheduling Group	Records of the Environmental Protection Agency
Records Schedule applies to	Major Subdivsion
Major Subdivision	Emergency Prevention, Preparedness and Response
Schedule Subject	Emergency Management Portal (EMP)
Internal agency concurrences will be provided	No

Background Information

The Emergency Management Portal (EMP) serves as a gateway to various emergency preparedness, prevention and emergency response applications. Currently, EMP is the portal to five applications listed below.

Field Readiness (FR) provides a single source for all training records and serves as the central source for skill and expertise tracking for emergency response personnel (Response Support Corps (RSC)) across the Agency.

Equipment Tracking (ETM) allows the emergency response community to track the location, status and maintenance of all equipment and parts and supplies within emergency response warehouses, using standardized vocabularies such as model names and status terms.

Oil Database (Oil DB) serves as a central, nationally-consistent platform for the Agency's Oil Spill Pollution Prevent Program tracking and measurement reporting. It enables users to search for an add facilities, generate reports, and store critical information such as inspection data, discharge history, and compliance data. The EMP Oil Application serves as the official database for the program.

Sampling-Monitoring and Analysis (SMA) is used only during incidents of national significance to collate regional sampling and monitoring information, present it to the office subject matter expert for review, and make it available for public dissemination.

The Local Government Reimbursement (LGR) database is used to manage local government applications for grants. It is a database of

documents and notes from reviewers and allows generation of final payment documents and letters.

The system also contains an administrative module (EMP-Admin) which functions as the administration module for various applications, and the Emergency Management Business Intelligence (EMBI) tool which allows for both standardized and ad hoc reporting of the data from several of the EMP applications.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2015-0003

Sequence Number	
1	Electronic data Disposition Authority Number: DAA-0412-2015-0003-0001

Records Schedule Items

Sequence Number	

1

Electronic data

Disposition Authority Number	DAA-0412-2015-0003-0001
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Contains electronic data only.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Manual Citation	Manual Title
EPA 0757 Item a	

Disposition Instruction

Cutoff Instruction	Close individual records after completion of action.
Retention Period	Destroy 5 year(s) after file closure or when no longer needed for current Agency business, whichever is longer.

Additional Information

GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/04/2015	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
06/01/2015	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/02/2015	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
06/02/2015	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
09/14/2015	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
09/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
09/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist