

This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 485

Status: Draft, 10/31/2010

Title: Verify - Vehicles and Engines Compliance Information System

Program: Air

Applicability: National Vehicle and Fuel Emissions Laboratory (NVFEL)

Function: 108-025-01-01-02 - Manage Mobile Air Pollution Sources

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-09-17

Description:

Verify - Vehicles and Engines Compliance Information System collects emissions and fuel economy compliance information for a variety of engines, vehicles and equipment used in transportation and other mobile source applications. Verify collects this information for EPA from manufacturers and importers. Manufacturers submit information to EPA, pay fees, and receive certificates of conformity. The information is used by EPA for compliance and enforcement activities.

The Certification and Fuel Economy Information System (CFEIS), which collected light-duty (trucks and vehicles) has been replaced by Verify. The Engine Information System (EIS) is a similar system, but collects emissions information for heavy-duty and nonroad engines. EIS will also be superseded by Verify, which is being designed and implemented in phases and will integrate all mobile source industries and compliance processes, from pre-production certification to in-use testing.

Disposition Instructions:

~~Item a:~~ Electronic software systems

Non-Record

The Office of Air and Radiation, Office of Transportation and Air Quality, Compliance and Innovative Strategies Division is responsible for the disposition of this item.

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period

~~Item b: Input~~

GRS 20/2b

- Disposable
- Follow instructions for EPA 171

Item c: Electronic data

The Office of Air and Radiation, Office of Transportation and Air Quality, Compliance and Innovative Strategies Division is responsible for the disposition of this item

- Permanent
- Close at end of the model year
- Transfer a snapshot of the data to the National Archives, as specified in 36 CFR 1235 44-1235 50 or standards applicable at the time, 7 years after the file closure

~~Item d: Output and reports~~

Filing Instructions

- Varies
- File with related records and follow instructions for the related records

~~Item e: System documentation~~

GRS 20/11a(2)

The Office of Air and Radiation, Office of Transportation and Air Quality, Compliance and Innovative Strategies Division is responsible for the disposition of this item

- Permanent
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives, as specified in 36 CFR 1235 44-1235 50 or standards applicable at the time. The documentation is transferred with the electronic data (item c)

Guidance:

Records containing copies of the certification and analyses are scheduled as EPA 482 - Certification Records

To assure the protection of confidential business information (CBI) after transfer to the Center for Electronic Records, the transferring EPA office should prepare a memo setting out the statutory restrictions associated with the data. The Archivist and employees of NARA are subject to the same restrictions.

Reasons for Disposition:

The following changes were made in the 10/31/2010 version:

- Revised schedule title and description

- Revised disposition instructions for item c to include 7 year transfer after file closure
- Updated guidance and contact information

The following changes were made in the 07/31/2008 version

- Revised schedule title and description
- Updated guidance and reasons for disposition

The following changes were made in the 06/30/2008 version.

- Revised the description
- Updated contact information

The following changes were made in the 04/30/2008 version

- Revised disposition instructions for items a and b
- Added applicability to disposition items a, c and e
- Revised title of disposition item e

The predecessor system, CFEIS, was previously approved as permanent (N1-412-02-8)

Custodians:

Office of Air and Radiation, Office of Transportation and Air Quality, Compliance and Innovative Strategies Division

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Related Schedules:

EPA 171, EPA 482

Previous NARA Disposal Authority:

NC1-412-81-8/5, N1-412-02-8

Entry: 02/02/2000

EPA Approval: 09/01/2009

NARA Approval: Pending