

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-412-85-06**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/07/2022

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by N1-412-94-002 item 22

Item 2 was superseded by N1-412-06-006 schedule 127

Item 2 was superseded by N1-412-94-002 item 18

Item 3 was superseded by N1-412-07-002 item 2

Item 3 was superseded by N1-412-94-002 item 16

Item 3 was superseded by N1-412-94-006 item 2

Item 4 was superseded by N1-412-06-006 schedule 006

Item 4 was superseded by N1-412-94-002 item 3

Item 5 was superseded by N1-412-94-002 item 21

Item 15 was superseded by N1-412-06-006 schedule 003

Item 15 was superseded by N1-412-94-002 item 1

Item 7a was superseded by N1-412-07-002 item 6

Item 7a was superseded by N1-412-94-002 item 23

Item 7b was superseded by N1-412-07-002 item 6

Item 7c was superseded by N1-412-07-002 item 6

Item 7c was superseded by N1-412-94-002 item 23

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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Item 8 was superseded by N1-412-06-006 schedule 003

Item 8 was superseded by N1-412-06-006 schedule 202

Item 8 was superseded by N1-412-94-002 item 1

Item 8 was superseded by N1-412-94-002 item 31

Item 18a was superseded by N1-412-07-058 schedule 405

Item 18b was superseded by N1-412-07-058 schedule 405

Item 29 was superseded by N1-412-07-002 item 5

Item 29 was superseded by N1-412-08-016

Item 29 was superseded by N1-412-94-002 item 20

Item 33 was superseded by N1-412-07-058 schedule 411

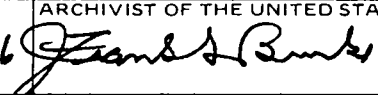
Item 35 was superseded by N1-412-94-002 item 27

Item 41 was superseded by N1-412-07-002 item 7

Item 41 was superseded by N1-412-94-002 item 26

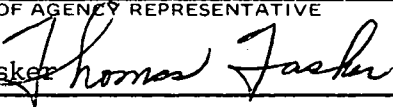
Item 55 was superseded by N1-412-07-058 schedule 434

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>NC1-412-85-6</b>	DATE RECEIVED <b>1-25-85</b>
1. FROM (Agency or establishment) <b>Environmental Protection Agency</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION <b>Office of Water</b>			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Harold Webster Thomas Tasker</b>	5. TELEPHONE EXT. <b>382-5912 382-5911</b>	DATE <b>12-9-86</b>	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 15 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE <b>8/4/86</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <b>Thomas Tasker</b> 	D. TITLE <b>Agency Records Management Officer</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1 - 56	<p>The Office of Water Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this Schedule is part of a major review and update of the EPA Records Control Schedules.</p> <p>The revised Water Program Records schedule is a consolidation of three (3) schedules. The title of these three schedules are:</p> <ul style="list-style-type: none"> <li>a. Water Supply Records</li> <li>b. Water Planning and Standards Records</li> <li>c. Water Program Operations Records</li> </ul> <p>Attached is a copy of the revised Water Program Records Control Schedules.</p>	Appendix C Schedules 10, 12&15	

# U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
WATER PROGRAM RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>Controlled and Major Correspondence of the Assistant Administrator for Water Programs.</u> Includes copies of controlled and major correspondence signed by the Assistant Administrator. 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.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year, then transfer to the FRC. Keep in FRC 10 years, then offer to National Archives in 5 year blocks.</p>
2.	<u>General Correspondence of the Assistant Administrator for Water Programs.</u> Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to FRC. Destroy when 5 years old.</p>
3.	<u>Program Development File.</u> Consists of records related to the development of Water Program policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office 3 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives in 5 year blocks.</p>
4.	<u>Program Management File.</u> Consists of records related to the management and administrative support of the Office of Water Programs. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
5.	<u>Speeches by Assistant Administrator or Staff.</u> Speeches prepared for delivery at civic functions and professional conferences and meetings.	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after presentation: Keep in office 5 year, then transfer to the FRC. Keep in FRC 5 years, then transfer to the National Archives in 5 year blocks.</p> <p>b. <u>Information Copies:</u> Destroy when 1 year old or sooner if no longer needed.</p>

RECORDS MANAGEMENT MANUAL

# U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

## TITLE OF SCHEDULE

WATER PROGRAM RECORDS

## COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

- |    |   |   |
|----|---|---|
| 6. | <p><u>Freedom of Information Response File.</u> Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.</p>  | <p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in Office current plus 1 additional year, then transfer to the FRC. Destroy when 5 years old.</p>   |
| 7. | <p><u>Regulations Standards, and Guidelines.</u></p> <p>a. <u>Record Copy.</u> Consists of project planning and management documents such as paragraph 8 exclusion document, background data, technical data files such as 308 DCP's, economic data such as final economic models, correspondence and telecons including external meeting memoranda, Federal Register, development document, economic analysis, resources requirement summary, reporting impact statement, environmental assessment, regulatory analysis, urban impact statement, summary of public comments and responses, certified index, litigation documents, and court opinions</p> <p>b. <u>Working Papers.</u> Included are contract documents (EPA/contractor meeting notes, correspondence between contractor and EPA), budget planning and progress tracking reports, internal meeting reports, briefing documents, and draft preliminary technical data or economic reports or cost models, internal comments and responses, project officer notes and calculations, the action memoranda, and circulated rulemaking package.</p> <p>c. <u>Confidential Business Records.</u> Consists of same materials as described in a. above but classified as Confidential Business Information as requested by company submitting information.</p> | <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file after resolution of any litigation. Keep in office 1 year, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives.</p> <p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file after resolution of any litigation. Keep office 1 year, then transfer to the FRC. Destroy when 10 years old.</p> <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file after resolution of any litigation. Keep in office 1 year, then transfer to the FRC. Keep in FRC 15 years, then offer to The National Archives in 5 year blocks.</p> |
| 8. | <p><u>Contracts and Grants - Project Group File.</u> Documentation relating to the formulation, award, and changes in contracts and grants for waste water treatment plant construction and operation, drinking water, and underground water source protection control studies and surveys. Records consist of procurement requests, justification statements, task orders, proposals, bid evaluations, award notices, report of payment to contractor or grantee, progress reports and change notices</p>  | <p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office 1 year, then transfer to the FRC. Destroy when 6 years old.</p>   |

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WATER PROGRAM RECORDS		APPLICABLE HEADQUARTERS OFFICE	
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION	
9.	<u>Final Reports Resulting from Contractor, Grantee, Inter- and Intra-Agency Studies and Services.</u> Final reports submitted by contractor, grantees, inter and intra-agency study groups. Also, comments and evaluations by sponsoring group and others.	<u>Retention:</u> a. <u>Record or Master Copy.</u> Permanent. b. <u>Information Copies.</u> As determined by user's need.  <u>Disposition:</u> a. <u>Record or Master Copy.</u> Break file upon completion of project evaluations and comment period. Keep in office 1 year, then transfer to the FRC. Keep in FRC 20 years, then offer to the National Archives. b. <u>Information Copies.</u> Destroy when no longer needed.	
10.	<u>Manuals, Handbooks, and Workshop Programs.</u> Manuals, handbooks, and workshops (scripts, slides, teaching guides, etc.) produced by EPA or contract group as teaching and training aids and operation and maintenance guides for plan personnel.	<u>Retention:</u> a. <u>Record or Master Copy.</u> Retain 10 years. b. <u>Information Copies.</u> As determined by user's needs.  <u>Disposition:</u> a. <u>Record or Master Copy.</u> Break file upon termination of program. Keep in office 1 year, then transfer to the FRC. Destroy when 10 years old. b. <u>Information Copies.</u> Destroy when no longer needed.	
11.	<u>Sewer Moratoriums - Case Studies.</u> A collection of documents relating to the initiation and development of sewer moratoriums. Records consist of narrative history, court injunctions, newspaper clips, environmental impact studies, fiscal studies, city growth plans, etc.	<u>Retention:</u> Retain 5 years.  <u>Disposition:</u> Break file upon completion of study. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.	
12.	<u>Land Use and Urban Growth File.</u> Investigations relating to urban growth and land use planning. Records consist of investigation reports, city ordinance, newsletters, task force report, 180 Notice, State regulations, report of legal action by builders, etc.	<u>Retention:</u> Retain 5 years.  <u>Disposition:</u> Break file upon completion of study. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.	

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## TITLE OF SCHEDULE

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## COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
13.	<u>School Training Grant File.</u> Request for, review of, and action on grants to schools to set up and teach environmental courses (i.e., wastewater treatment plant operation). Records consist of training grant applications, budget justifications, biographies of teachers, grant award notices, site visit reports, grant agreements, termination and closing statements, and reports of expenditures.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file upon termination of grant. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
14.	<u>Fellowship Folders.</u> Contains data pertaining to the nomination, review and award of grants to students for advanced training in environmental subjects at the university level. Records consist of Fellowship Applicant Qualifications Inquiry (EPA 5770-4), student transcripts, fellowship applications, notices of award, grant funding orders.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file upon termination of Fellowship award. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
15.	<u>Section 104(g)(1) On the Job and Waste Treatment Works Personnel Training Grants.</u> Grants to city and private waterworks, waste treatment plants, and technical schools to train operating and maintenance personnel. Records consist of applications for training awards, training proposals, award notices progress and compliance reports, trainee personnel data, and vouchers.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file upon termination of grant. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
16.	<u>Grant Guidance Memorandums - Municipal Waste Water Treatment.</u> Policy statements relative to the award and administration of waste water treatment grants numerically arranged by issue number.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file upon completion of waste water treatment grant program and transfer to the FRC. Keep in FRC 5 years, then offer to the National Archives.
17.	<u>Project Management Waste Water Treatment Construction Grant Program.</u> Central office surveillance and control of regional administration of construction grant programs. Records consist of regional office work plans, report on management of funds, report on regional manpower buildup, fund obligation - status and goal, monthly status reports, regional responses to questions and requests for information, obligation goals and outlay targets.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file at end of year. Keep in office 5 years, then transfer to the FRC. Destroy when 10 years old.

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## APPLICABLE HEADQUARTER OFFICE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

18. Needs Survey Program File - Waste Treatment Plants. Documentation covering the design to the conduct of the Needs Survey. Records consist of contracts for assistance, pilot study, development of questionnaires, procedures for conduct of survey, weekly status reports, analysis of results, allocation formula, and final report to Congress.

### Retention:

- a. Final Report. Permanent.
- b. Other Records. Retain 10 years.

### Disposition:

- a. Final Report. Break file upon completion of study. Keep in office 1 year, then transfer to the FRC. Keep in FRC 20 years, then offer to the National Archives in 6 year blocks.
- b. Other Records. Break file at end of 2 years. Keep in office 2 years, then transfer to the FRC. Destroy when 10 years old.

19. Needs Survey Questionnaires. Completed questionnaires containing data relative to the existence of and requirements for sewers and waste water treatment plants in the municipalities and countries of states and territories.

### Retention:

- a. Paper Records. Retain 2 years.
- b. Data Tapes. Permanent.

### Disposition:

- a. Paper Records. Break file upon transfer of data to tape. Keep in office 2 years, then destroy.
- b. Data Tapes. Break file upon completion of study or activity. Keep tapes 1 year, then offer to the National Archives.

20. EPA Municipal Waste Water Treatment Project Projections - Obligations by State under P.L. 92-500. Computer produced report of money obligation for waste water treatment plants.

### Retention: Permanent.

Disposition: Break file upon receipt of current edition. Keep in office until receipt of three later editions, then transfer to the FRC. Keep in FRC 20 years, then offer to the National Archives.

21. State Priority List - Municipal Waste Water Grant Information and Control System by Region. Computer produced report of projects in priority order within state and region.

### Retention: Current year plus five prior editions.

Disposition: Break file upon receipt of current edition. Keep in office until receipt of five later editions, then destroy.

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
22.	<u>Obligation and Outlay Status and Projections.</u> Hand produced report for a ten year status.	<u>Retention:</u> Current year plus ten prior editions.  <u>Disposition:</u> Break file upon receipt of current edition. Keep in office until receipt of ten later editions, then destroy.
23.	<u>Biannual Report of Construction Cost Indices for Waste Water Treatment Plants.</u> Computer produced report of labor and material cost indices. Used for estimating construction costs and making cost analysis and comparison studies	<u>Retention:</u> a. <u>Biannual.</u> Retain all years. b. <u>Year-end.</u> Retain all years.  <u>Disposition:</u> a. <u>Biannual.</u> Break file when report is completed. Keep in office until no longer needed, then destroy. b. <u>Year-end.</u> Break file when report is completed. Keep in office until no longer needed, then destroy.
24.	<u>Federal Facility Pollution Control Project Status File.</u> Documentation pertains to the actions by governmental agencies to bring Federal facilities into compliance with Executive Order 11752 and OMB Circular A-106. Records consist of correspondence with participating units, proposed project reports, annual progress report by installation, and special reports on pollution control practices.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file at end of 2 years. Keep in office 2 years, then transfer to the FRC. Destroy when 10 years old.
25.	<u>Five Liner Report - OMB. Circular A-106 - Budget Data.</u> A computer produced summary listing active and inactive projects. Report gives name and location of project and amount budgeted and funded by year.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file upon receipt of report. Keep in office 10 years, then destroy.
26.	<u>Actual and Proposed NPDES Permits Report.</u> A computer produced report giving permit number, agency, facility location, and project date.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break File upon receipt of report. Keep in office 10 years, then destroy.
27.	<u>Pollution Abatement Needs at Federal Agencies Report.</u> An EPA report to the Office of Management and Budget summarizing and recommending projects for funding.	<u>Retention:</u> Retain 15 years.  <u>Disposition:</u> Break file upon completion of report. Keep in office 15 years, then destroy.

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## TITLE OF SCHEDULE

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## COVERAGE OF SCHEDULE

### APPLICABLE HEADQUARTERS OFFICE

ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
28.	<u>State Pollution Discharge Requirements Placed on Federal Agencies File.</u> A collection of documents relating to Federal agency conformity to State pollution regulations. Records consist of State handbooks, agency plans to meet State requirements, minutes of meetings with State representatives, copy of State regulations, newsclips, correspondence between agencies and States.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file at end of 2 years. Keep in office 10 years, then destroy.
29.	<u>Environmental Impact Statements.</u> Covers activities related to environmental impact statement needs, requirements, development and appraisal. Records consist of environmental impact statements, appraisals, hearing transcripts, minutes of State Control Board meetings, newsclips, etc.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file upon completion of review. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.
30.	<u>Intergovernmental Activities File.</u> Data relating to interaction with State and local governments, foreign governments, international organizations, Federal agencies, and other branches of the Federal Government. Records consist of cooperative agreements, work plans, copies of proposed and existing laws, copies of Executive Orders, program development reports, trip reports, memo and correspondence.	<u>Retention:</u> Retain 6 years. <u>Disposition:</u> Break file at end of 4 years. Keep in office 6 years, then destroy.
31.	<u>Personal Reference Collections:</u> Collections of technical and related reference documents and printed material maintained by individual staff members for personal use. Records consist of articles from professional journals, information copies of technical reports, copies of authored and received memos and correspondence, photos, maps, handbooks, etc.	<u>Retention:</u> See disposition below. <u>Disposition:</u> Break file upon termination of transfer of owner staff member. Review file and remove any records of value to the Agency. Offer file to departing staff member. If offer rejected, keep in office 1 month, then destroy.
32.	<u>Final Reports and Evaluations on Contracts, Grants, and In-house and Interagency Studies and Surveys.</u> Final reports on studies and surveys sponsored or performed by Water Protection Branch and evaluations of these studies and surveys.	<u>Retention:</u> a. <u>Record Copy.</u> Permanent. b. <u>Information Copies.</u> As determined by user's needs. <u>Disposition:</u> a. <u>Record Copy.</u> Break file upon completion of project or summary. Keep in office 1 year, then transfer to the FRC. Keep in FRC 20 years, then offer to the National Archives. b. <u>Information Copies.</u> Destroy when no longer used.

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WATER PROGRAM RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
33.	<u>Accident and Incident Summary Reports.</u> Brief summary reports on accidents and incidents which result in or are brought about by water contamination.	<u>Retention:</u> Retain 5 years.  <u>Disposition:</u> Break file at end of year. Keep in office 5 years, then destroy.
34.	<u>Federal Underground Injection Control and Reporting System (FURS) Printouts.</u> Printout includes information and an inventory of Class I, II, III, IV, and V injection Wells.	<u>Retention:</u> Retain 5 years.  <u>Disposition:</u> Break file when printout is updated. Keep in office 5 years, then destroy.
35.	<u>National Drinking Water Advisory Council.</u> Documents relating to the development of policies on drinking water quality and hygiene. Records consist of membership lists, agendas, minutes of meetings, etc.	<u>Retention:</u> Permanent.  <u>Disposition:</u> Break file upon termination of committee. Keep in office 1 year, then transfer to the FRC. Keep in FRC 19 years, then offer to the National Archives.
36.	<u>Committee of Ten - State-Federal Water Program Advisory Committee (SFWPAC) File.</u> Documents relating to the working group for the implementation of 1972 amendments to the Federal Water Pollution Act (i.e., coordinating Federal-State programs and developing formula for allocation of Water Program Grants). Committee name changed to SFWPAC. Records consist of membership lists, agenda, minutes of meetings, etc.	<u>Retention:</u> Permanent.  <u>Disposition:</u> Break file upon termination of committee. Keep in office 1 year, then transfer to the FRC. Keep in FRC 19 years, then offer to the National Archives.
37.	<u>State Water Standards Files.</u> File contain documents pertaining to the development and implementation of Water Standards by States and Territories in accordance with Section 303(a) of the Federal Water Pollution Control Act. Records consist of inter and intrastate standards change request, Attorney General (States) enforcement certifications, EPA approvals, notices of proposed and final rulemaking for publication in Federal Register, newspaper clips, etc.	<u>Retention:</u>  a. <u>Initial Development (1965 - 1974).</u> Permanent.  b. <u>Continuation (1975 - Forward).</u> Retain 10 years.  <u>Disposition:</u>  a. <u>Initial Development (1965 - 1974):</u> Break file at end of 1974 and transfer to the FRC. Keep in FRC 20 years, then offer to the National Archives.

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TITLE OF SCHEDULE WATER PROGRAM RECORDS		COVERAGE OF SCHEDULE APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
38.	State Water Standards History. Historical summary of the development and implementation of each State's and Territory's standard prior to 1972.	<p>b. <u>Continuation (1975 - Forward)</u>. Break file at end of 3 years. Keep in office 1 additional year, then transfer to the FRC. Destroy when 10 years old.</p> <p><u>Retention:</u> Permanent.</p> <p><del><u>Disposition:</u> Break file at end of 1977 and transfer to the FRC. Keep in the FRC 10 years, then offer to the National Archives.</del></p>
39.	Letters from State Governors on Development and Adoption of Water Standards (1967-1971). Letters from State Governors and EPA staff comments and briefing memos regarding the development and adoption of State Water Standards.	<p><u>Retention:</u> Permanent.</p> <p><del><u>Disposition:</u> Break file at end of 1975 and transfer to the FRC. Keep in the FRC 20 years, then offer to the National Archives.</del></p>
40.	Areawide Waste Treatment Management "208" File. Contains documents pertaining to the operation of the "208" program including designation of "208" areas, award of grants, submission and approval of waste treatment management plans, and implementation of plans and monitoring of progress. Records consist of letters and memos to and from State and local government officials, area group work plans, area group membership lists, budget submittals, staffing details, progress and status reporting.	<p><u>Retention:</u></p> <p>a. <u>Initial Development (1971 - 1980)</u>. Permanent.</p> <p>b. <u>Continuation (1981 - Forward)</u>. Retain 10 years.</p> <p><u>Disposition:</u></p> <p>a. <u>Initial Development (1971 - 1980)</u>. Break file at end of 1980. Keep in office 1 year, then transfer to the FRC. Keep in the FRC 19 years, then offer to the National Archives.</p> <p>b. <u>Continuation (1981 - Forward)</u>. Break file at end of 2 years. Keep in office 2 years, then transfer to the FRC. Destroy when 10 years old.</p>
41.	Biannual National Water Quality Inventory 305 Report to Congress. Report to Congress of a systematic inventory of the water quality in the U.S. Report made in cooperation with regions and states.	<p><u>Retention:</u></p> <p>a. <u>Record Copy</u>. Permanent.</p> <p>b. <u>Information Copies</u>. Retain 1 year.</p>

RECORDS MANAGEMENT MANUAL

# U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

## TITLE OF SCHEDULE

## COVERAGE OF SCHEDULE

### WATER PROGRAM RECORDS

### APPLICABLE HEADQUARTERS OFFICE

ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
42.	<p><u>Master Maps - Automap System.</u> Maps (U.S. Geological Survey Maps) containing hand coded data for digitization and depicting STORET basin boundaries and codes, sampling and flow stations, navigational and estuarine zones, standard use zone and applicable use.</p>	<p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon submission of report to Congress. Keep in office 10 years, then offer report to the National Archives in 5 year blocks.</p> <p>b. <u>Information Copies.</u> Destroy when 1 year old or sooner if no longer needed.</p> <p><u>Retention:</u></p> <p>a. <u>Original Hand Coded Maps.</u> Retain 2 months.</p> <p>b. <u>Microfilm Aperture Card File.</u> Retain 20 years.</p>
43.	<p><u>Automap System Handbook.</u> Handbook describing the purpose, use, and operation of the automap system used in the Water Program.</p>	<p><u>Disposition:</u></p> <p>a. <u>Original Hand Coded Maps.</u> Break file upon termination of system. Keep in office 2 months, then destroy.</p> <p>b. <u>Microfilm Aperture Card File.</u> Break file upon termination of system. Keep in office 2 months, then transfer to the FRC. Destroy when 20 years old.</p> <p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon termination of system. Keep in office 1 year, then transfer to the FRC. Keep in FRC 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when 1 year old or sooner if no longer needed.</p>

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# U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
WATER PROGRAM RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
44.	Master City File Directory Program. A combination of card images on tape, 5 X 8 index cards, and computer printouts providing such information as the county, congressional district, SMSA, water basin latitude and longitude, study category for each city listed in the directory.	Retention: Retain 1 year. Disposition: Break file upon termination of program. <del>Keep in office 1 year, then destroy.</del>
45.	Daily F.W. Dodge Reports (Contract Award Notices). A commercial service providing information on construction, contract awards by waste water treatment jurisdictions in States and Territories provided in published and typed form: Gives name of plant and owner, location, date of bids, name of winning contractor, and amount of awards. Used as input to EPA Annual Sewage Facility Contract Award Report.	Retention: Retain 4 years. Disposition: Break file at end of year. Keep in office 4 years, then destroy.
46.	Regional Inventory - Municipal Waste Facilities (A Cooperative State Report). A published report giving the location, type, capacity, point of discharge, degree of treatment, additional abatement needs for each listed facility in each State within each region. Published at irregular yearly intervals between 5 and 12 years.	Retention: a. Record Copy. Permanent. b. Information Copies. Retain 1 year. Disposition: a. Record Copy. Break file upon publication. Keep in office 20 years, then offer to the National Archives. b. Information Copies. Destroy when 1 year old or sooner if no longer needed.
47.	Statistical Summary - Inventory - Municipal Waste Facilities in the United States. A published report presenting a summary and analysis of detailed inventory data on sewage disposal and treatment facilities in the U.S. and territories. Published at irregular yearly intervals between 5 and 12 years.	Retention: a. Record Copy. Permanent b. Information Copies. Retain 1 year. Disposition: a. Record Copy. Break file upon publication. Keep in office 20 years, then offer to the National Archives. b. Information Copies. Destroy when 1 year old or sooner if no longer needed.

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WATER PROGRAM RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
48.	<u>Report of Pollution - Caused Fish Kill (EPA 7500-8).</u> A source data form used by State(s) to voluntarily report fish kills to EPA. Some forms received upon occurrence of event, others at the end of year.	<p><u>Retention:</u></p> <p>a. <u>Original Submission.</u> Retain 2 years.</p> <p>b. <u>Microfilm Copy.</u> Retain 10 years.</p> <p><u>Disposition:</u></p> <p>a. <u>Original Submission.</u> Break file upon publication of the Annual Fish Kill Report. Keep in office 2 years, then destroy.</p> <p>b. <u>Microfilm Copy.</u> Break file upon publication of the Annual Fish Kill Report. Keep in office 10 years, then destroy.</p>
49.	<u>Annual Report - Fish Kills.</u> A published report of fish kills where water pollution is known or suspected to be the cause of death. Report also presents a summary, analysis, and comparison of fish kill data.	<p><u>Retention:</u></p> <p>a. <u>Report Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon publication of report. Keep in office 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when 1 year old or sooner if no longer needed.</p>
50.	<u>State 305(b) Water Quality Reports.</u> Biennial Report prepared by State governments and submitted to EPA for review and analysis and transmission to Congress. Reports present a description of navigable water quality, protection of water life, elimination of pollutants, cost control, etc.	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file upon transmission of report to Congress. Keep in office 2 years, then destroy.</p>
51.	<u>Annual Sewage Facilities Construction - Contract Annual Report.</u> A published report covering sewer and plant contract awards for construction on new plants, interceptors, outputs, etc. Data by States, drainage basins, population, etc. Daily F.W. Dodge Construction Award Notices used as input to Report.	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 3 years.</p>

RECORDS MANAGEMENT MANUAL

# U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
WATER PROGRAMS RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
		<p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon publication. Keep in office 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when 3 years old or sooner if no longer needed.</p> <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon completion of report. Keep in office 5 years, then offer to the National Archives in 5 year blocks, when the most recent report is 5 years old.</p> <p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> As determined by user's reference needs.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon publication. Keep in office 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer used.</p> <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon termination or completion of study conference, or program. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
52.	<u>Monitoring and Analysis Technical Reports.</u> Review and analysis papers on subjects relative to specific operations of the Program. Includes documents relative to water quality monitoring, wasteload allocations, program and technical guidance, water quality analyses, environmental assessments, quality assurance and data management.	
53.	<u>Model State Water Monitoring Program.</u> A publication presenting a model program for State and local governments to use in monitoring the quality of the water in their streams, rivers, and ground waters. Developed by a panel of Federal and State agencies.	
54.	<u>International - EPA Marine Program and Conference Activity File.</u> Contains data pertaining to EPA participation in international environmental programs and conferences. Cover such programs as "Global investigations of Pollution in the Marine Environment," "Laws of the Sea Conference," "Conference on World Sea Pollution." Also, covers participation in the Intergovernmental Maritime Consultative Organization and special relations with Canada and USSR. Records consist of United Nations resolutions, conference arrangements and agendas, membership lists, meeting notes and minutes, conference and study reports, correspondence between study reports, correspondence between study groups and organization members.	

RECORDS MANAGEMENT MANUAL



# U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

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COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM  
NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

55. Additives Files. Includes documentation relating to the additives products files which are the administrative and evidentiary record of EPA approval of products used in the production of potable water. Also, includes collections of relevant technical papers and other information.

Retention: Retain 25 years.

Disposition: Break file when program is completed or discontinued. Keep in office 5 years, then transfer to the FRC. Destroy when 25 years old.

56. Ground-Water Protection Strategy File. Records consist of public comments, guidelines, Ground-Water Oversight Committee memorandums and letters, documents related to work of the Ground-Water Steering Committee, and Regional Ground-Water Programs. Information on coordination of a Ground-Water data access system used by the States, Ground-Water contamination studies, and State and EPA Ground-Water Research Programs.

Retention:

a. Record Copy. Permanent.

b. Information Copy. Retain 3 years.

Disposition:

a. Record Copy. Break file when strategy document has been developed. Keep in office 3 years, then transfer to the FRC. Keep in FRC 7 years, then offer to the National Archives in 5 year blocks.

RECORDS MANAGEMENT MANUAL

# WATER PROGRAM RECORDS CONTROL SCHEDULE CONVERSION CHART

## Revised Item No.

Compared To Previous Item Numbers  
located in separate Water Schedule

(C-15) (C-12) (C-10)

1 (New)			2
2 (New)			
3	1	1	
4 (New)			
5 (New)			
6 (New)			
7	26	2	1
8	2	3	12
9	3	4	
10	4		
11	6		
12	7		
13	8		
14	9		
15 (New)			
16	12		
17	13		
18	14		
19	15		
20	16		
21	17		
22	18		
23	19		
24	20		
25	21		
26	22		
27	23		
28	24		
29	25		
30	27		
31	28		
32			11
33			15
34 (New)			
35 (New)			
36		6	
37		7	
38		8	
39		9	
40		10	
41		11	
42		12	
43		13	
44		14	
45		15	
46		16	
47		17	
48		18	
49		19	
50		20	
51		21	
52		22	
53		23	
54		25	
55 (New)			
56 (New)			

Title Of Schedule: Water Program Records

<u>Item No.</u>	<u>Volume On Hand(Cubic Feet)</u>	<u>Growth Per Year(Cubic Ft.)</u>	<u>Arrangement Of Files</u>
1	2	$\frac{1}{2}$	Subject
3	4	1	Subject
5	$\frac{1}{2}$	$\frac{1}{4}$	Chronological
7.a.	60	8	Subject
7.c.	12	2	Numerical
18	50	6	Numerical
35	8	1	Chronological
36	12	1	Chronological
42	20	3	Numerical
44	17	3	Numerical
56	54	6	Chronological
57	6	$1\frac{1}{2}$	Subject