

## Request for Records Disposition Authority

Records Schedule Number	DAA-0412-2013-0003
Schedule Status	Approved
Agency or Establishment	Environmental Protection Agency
Record Group / Scheduling Group	Records of the Environmental Protection Agency
Records Schedule applies to	Major Subdivision
Major Subdivision	Water
Minor Subdivision	Office of Ground Water and Drinking Water, Drinking Water Protection Division, Infrastructure Branch
Schedule Subject	Underground Injection Control National Database (UIC DB)
Internal agency concurrences will be provided	No
Background Information	<p>The UIC National Database (UIC DB) supports the EPA oversight and management of the Underground Injection Control (UIC) programs directly implemented by the EPA Regions, State and tribal governments to regulate the owners and operators of underground injection wells (UIC) in order to prevent endangerment of underground sources of drinking water. EPA has awarded selected States with primary enforcement authority (primacy) to implement federal requirements and has assumed direct implementation authority (DI) for all State and Tribal programs without primacy.</p> <p>The UIC DB, initially deployed in 2007, is a relational database management system composed of UIC facility and well inventory permit, inspection, violation and enforcement data. The UIC DB flows data from the 69 UIC programs (57 states, 2 Tribal and 10 Regional DI). The source data received from the primacy states and Regional DI programs are submitted through the Central Data Exchange (CDX), validated and then parsed and loaded into the preproduction version of the UIC DB. Once reviewed and accepted by EPA, the preproduction version is imported into the production version of the UIC DB. Submitted data replace the previous data files on a quarterly basis. The UIC data in the production version of the UIC DB will be used to support the Agency's response to any queries, including from the public. Both versions of the UIC DB are on an Oracle application server at the National Computer Center (NCC). This database is maintained by the headquarters Office of Water.</p>
Item Count	

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0412-2013-0003

Sequence Number	
1	Electronic data Disposition Authority Number DAA-0412-2013-0003-0001
2	Input Disposition Authority Number DAA-0412-2013-0003-0002

## Records Schedule Items

Sequence Number						
1	<b>Electronic data</b>					
	Disposition Authority Number	DAA-0412-2013-0003-0001				
	Final Disposition	Permanent				
	Item Status	Active				
	Is this item media neutral?	No				
	Explanation of limitation	Item is electronic data				
	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				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>EPA 754a</td> <td></td> </tr> </table>		Manual Citation	Manual Title	EPA 754a	
Manual Citation	Manual Title					
EPA 754a						
	<b>Disposition Instruction</b>					
	Cutoff Instruction	Close when program is discontinued or system is terminated				
	Transfer to the National Archives for Accessioning	When system is in operation, transfer a copy of the data every 5 years to the National Archives, as specified in 36 CFR 1235 44-1235 50 or standards applicable at the time Transfer final data to the National Archives 6 months after system is closed				
	<b>Additional Information</b>					
	First year of records accumulation	2007				
	What will be the date span of the initial transfer of records to the National Archives?	From 2007 To 2012				
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years				

2

**Input**

Disposition Authority Number **DAA-0412-2013-0003-0002**

**Includes input from primacy states and Regional DI programs**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic data flows into the system from states, tribes, and regions**

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 754b	

**Disposition Instruction**

Cutoff Instruction **Close 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**

Retention Period **Destroy immediately after file closure**

**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
01/16/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
06/27/2013	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
07/01/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/01/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/03/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist