

Request for Records Disposition Authority

Records Schedule Number DAA-0412-2013-0021
Schedule Status Approved

Agency or Establishment Environmental Protection Agency
Record Group / Scheduling Group Records of the Environmental Protection Agency
Records Schedule applies to Agency-wide
Schedule Subject Environmental Programs and Projects
Internal agency concurrences will be provided No

Background Information This schedule covers program and project records for EPA's missions to monitor the environment, determine proper environmental standards and address environmental hazards and contamination. This includes, but is not limited to the following activities: emergency response and waste management; air pollution and radiation exposure; safe drinking water and restoration and maintenance of oceans, watersheds and their aquatic ecosystems; risks from pesticides and toxic substances; and research and development. Excludes: Superfund, Brownfields, and oil spill site-specific environmental programs and projects which are scheduled separately.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0412-2013-0021

Sequence Number	
1	Environmental Programs and Projects
1.1	Historically significant environmental program and project records Disposition Authority Number: DAA-0412-2013-0021-0001
1.2	Long-term environmental program and project records Disposition Authority Number: DAA-0412-2013-0021-0002
1.3	Routine environmental program and project records Disposition Authority Number: DAA-0412-2013-0021-0003
1.4	Short-term environmental program and project records Disposition Authority Number: DAA-0412-2013-0021-0004
1.5	Other environmental program and project records Disposition Authority Number: DAA-0412-2013-0021-0005

Records Schedule Items

Sequence Number	
1	Environmental Programs and Projects
1 1	Historically significant environmental program and project records Disposition Authority Number DAA-0412-2013-0021-0001 Includes substantive program and project records within one or more of the following categories: that assess ongoing threats to human health and the environment; that document significant actions to improve air quality, reduce risks associated with exposure to toxic substances, or protect water from contaminants that endanger public health; that produce major contributions to environmental or scientific knowledge; that result in new and advanced technologies and methodologies; and that have continuing research and informational value beyond EPA's use of the records for business purposes. Includes, but is not limited to: Alternate test procedure applications for nationwide or limited-use approval of alternate test procedures for determining regulated parameters in National Pollutant Discharge Elimination System (NPDES) and National Primary Drinking Water Regulations (NPDWR) monitoring that are approved, including method description, performance data and/or comparability study data, technical and statistical reviews, a method recommendation to the approval authority, and related records; annual report of fish kills where water pollution is known or suspected to be the cause of the death, containing a summary, analysis, and comparison of fish kill data; applied and directed scientific research project files for projects conducted by EPA personnel in the Office of Research and Development (ORD) laboratories that directly support rulemaking, enforcement, regulatory, or policy decisions, research of high programmatic relevance, and research of significant national interest (e.g., technology transfer projects which may be critical to the award of a patent or other important commercial or legal decision), consisting of research plans, research methodology, questionnaires, quality assurance project plans, raw data, laboratory notebooks, correspondence, reports, peer reviews, quality assurance assessments, and related records; Clean Water Act (CWA) Section 404 program files related to the management of the nation's navigable waters, wetlands, and soil erosion efforts to prevent the pollution of the waterways, consisting of correspondence with federal and state officials and private companies regarding various issues that pertain to the prevention of pollution of waterways, memoranda of understanding, coordination of issues with the Corps of Engineers, policy and regulations that pertain in the management of the program; Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Section 103 notifications of spills or other releases of hazardous substances that equals or exceeds a reportable quantity (RQ), consisting of records of communication recording the immediate notification, the Notification of Hazardous Waste Site, initial written report for continuous releases citing the location and/or facility, the amount(s) and type(s) of

the hazardous substances or waste, location layout, and written follow-up report; criteria and health assessment documents and risk assessment guidance related to air and water quality criteria documents used to assess the risk of exposure to hazardous pollutants and support regulatory and enforcement decisions, consisting of program office requests to the ORD laboratories, scientific and technical evaluations, unit risk calculations and other data compilations related to scientific assessments, references, studies, and related records; disaster response records related to Presidential declared major disasters documenting disasters of an extraordinary nature; i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center), consisting of damage surveys, damage assessments, environmental samples, geographic data, inspection reports, correspondence, interagency documentation, and administrative support records; effluent guidelines studies (EFG) containing information collected on an industry-by-industry basis to support development of various technology-based effluent guidelines, consisting of information collected on engineering and economic information on individual plants, sampling and analyses from wastewater discharge points, plant name and location, plant size and age, wastewater characteristics and controls, treatment technologies, types of products/services, waste use, costs of wastewater treatment, and pollution prevention practices; environmental process and effects research program files related to EPA's research conducted on developing scientific and technological methods and data to understand, predict, and manage the entry, movement, and fate of pollutants into the environment and food chain and their effects on terrestrial and aquatic organisms ecosystems, consisting of correspondence and supporting documentation; final deliverables, reports, and products submitted by contractors and grantees to EPA, or produced in-house by individuals, committees, task forces, or other groups, as well as final reports resulting from special or pilot studies and surveys and related to EPA's environmental programs and projects; health and environmental assessment program files related to the development of health, risk, and exposure assessments, risk assessment guidelines, and air and water quality criteria documents used to assess the risk of exposure to hazardous pollutants and chemical substances such as carcinogenic, mutagenic, teratogenic, reproductive, and other chronic effects, consisting of program office requests to ORD, scientific and technical evaluations and assessments, peer review comments by expert scientists and EPA reviewers, public comments, and related records; integrated risk information system (IRIS) documentation containing information related to human health risk assessment and consisting of decision files for those chemicals listed in IRIS (scheduled as EPA 468), including peer review records, key and difficult-to-find reference materials such as unpublished studies, EPA reports, and foreign translations; international activities and agreements consisting of significant correspondence, meeting notes, conference and symposia materials, and significant records related to multilateral organizations such as the United Nations Environmental Program, the Intergovernmental Maritime Consultative Organization, the World Health Organization, and similar groups; laboratory approval and analytical method development supporting direct implementation of

drinking water regulations, including records associated with any EPA coordinated laboratory approval program, and the associated analytical method development, supporting the analytical requirements mandated by federal direct implementation rules (e.g., Long Term 2 (LT2) Enhanced Surface Water Treatment Rule and the Unregulated Contaminant Monitoring Regulation (UCMR)), including laboratory applications, proficiency testing study coordination and laboratory performance results, final listing of EPA-approved laboratories, laboratory audit reports, research summaries, copies of published manuscripts, peer review documentation, and copies of final EPA method; pesticide document management system (PDMS) registrant registered studies consisting of published and unpublished technical documents submitted to EPA by registrants, experimenters, or other government agencies in support of, but not limited to, registration actions, petitions for tolerances, 24c's, Section 18s, registration standards/special reviews, and data call-ins; pesticide reregistration eligibility decision (RED) case files related to the development of a reregistration eligibility decision, consisting of correspondence, fact sheets, copies of Federal Register notices, briefing materials, science reviews, RED drafts with comments and concurrences, and final RED and related records; pesticide state plans for applicator certifications submitted by states, territories, tribes, and other federal agencies, including copies of Federal Register notices, training manuals, and related records; pesticide special accident investigations and case studies resulting from the misuse of pesticides, including incidents such as the destruction of a flock of birds, the death of children or farm workers, and the loss of livestock; pesticide science data reviews of scientific data to determine the potential hazards of pesticide chemicals, which may pertain to toxicology, residue chemistry, ecological effects, exposure assessment, and similar records; pesticide special review files of data used to review a chemical suspected of meeting risk criteria (e.g., acute and chronic toxicity, reproduction, reduction in wildlife, endangered species and non-target animals, lack of emergency treatment), including correspondence, exposure/risk and benefit analyses, environmental fate profiles, copies of Federal Register notices, technical literature, company submitted data, science reviews, evaluation and validation of rebuttals, Scientific Advisory Panel and U.S. Department of Agriculture reports, registration data, press releases, draft and final position documents with comments, concurrences, and associated bibliographies; pesticide tolerance petition jackets for established tolerances, including correspondence between EPA and manufacturers, product labels and updates, applications for temporary permits, copies of Federal Register notices, inert ingredient tolerance/tolerance exemption petitions, and related records; pesticide usage survey final reports consisting of quantitative usage surveys conducted for EPA, reports of survey design, implementation, reports of results, basic data and documentation on the actual usage of pesticide products by region, extent of usage, site, and other information; research records related to acid deposition, environmental monitoring and atmospheric processes; research records related to environmental engineering and technology, including energy systems and energy control and conservation; source data files needed for continued research related to in-house radiological research projects consisting of data files, research findings, test results, survey questionnaires, reports used

to collect and process raw data generated by experimental observations and radiological surveillance to arrive at conclusions or scientific determinations during the course of a research project (e.g., Three Mile Island Nuclear Plant, Massachusetts Bay Study of 1992 involving radioactive waste disposal dumped in the Bay during 1946-1972); Toxic Substances Control Act (TSCA) chemical inventory file containing documentation related to the inventory of chemicals pursuant to Section 5 of TSCA, consisting of reports, correspondence, corrected data and replacement of data submitted, and related records; TSCA Section 4 chemical test program results related to the testing requirements specified in a test rule or consent order, consisting of final reports, interim progress reports, amendments, modification requests and EPA responses, exemption from test rule applications, request for exclusions, request for waivers, study protocol submissions, meeting summaries, legal proceedings, hearings, written and telephone conversations, comments and other supporting records; TSCA Section 5 new chemical files related to the screening of risk and the regulation of new chemicals to be manufactured or imported, including test data, communications between EPA and the submitter, focus reports, reviews, telephone logs, and related records; TSCA Section 6 regulation of hazardous chemical substances and mixtures files related to the requirements associated with the disposal, prohibition, or limitation of the manufacture, processing, distribution in commerce or use of a chemical or mixture (e.g., polychlorinated biphenyl (PCB), lead, dioxin furans) that presents or unintentionally causes the chemical substances or mixture to present an unreasonable risk of injury to human health or the environment, consisting of permit applications for disposal or research and development, toxicity data, company notifications of inadvertently produced chemicals, requests for waiver or exemptions, internal correspondence and related records; TSCA Section 8 information and reporting files consisting of a wide variety of reports, notices, and health and safety studies submitted per TSCA Section 8, or voluntarily to EPA, pertaining to a chemical or group of chemicals' identity, use, manufacturing production, importation, processing, health and environmental effects and fates, associated by-products, human exposure, and/or disposal data of chemicals or chemical mixtures, including preliminary assessment information rule (PAIR), comprehensive assessment information rule (CAIR), and inventory update rule (IUR); and water quality planning and management files consisting of final plans and biennial reports documenting activities undertaken by EPA, states, interstate, regional, and local agencies and dealing with nonpoint source implementation projects and information on projects such as reservoirs and nuclear power plants which may affect water quality.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
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 1035 item a	

- GRS or Superseded Authority Citation
- N1-412-07-54/5a(1)
 - N1-412-07-54-5a(2)
 - N1-412-08-7/2a(1)
 - N1-412-08-7/2a(2)
 - N1-412-07-61a(1)
 - N1-412-07-61a(2)
 - N1-412-07-31a(1)
 - N1-412-07-31a(2)
 - N1-412-06-27a(1)
 - N1-412-06-27a(2)
 - N1-412-07-29a(1)
 - N1-412-07-29a(2)
 - N1-412-07-28a(1)
 - N1-412-07-28a(2)
 - N1-412-07-38a(1)
 - N1-412-07-38a(2)
 - N1-412-07-39c(1)(a)
 - N1-412-07-39c(1)(b)
 - N1-412-07-40a(1)
 - N1-412-07-40a(2)
 - N1-412-07-41a(1)
 - N1-412-07-41a(2)
 - N1-412-07-42a(1)
 - N1-412-07-42a(2)
 - N1-412-07-44a(1)
 - N1-412-07-44a(2)
 - N1-412-07-46a(1)
 - N1-412-07-46a(2)
 - N1-412-07-48a(1)
 - N1-412-07-48a(2)
 - N1-412-07-52a(1)
 - N1-412-07-52a(2)
 - N1-412-06-26a(1)
 - N1-412-06-26a(2)
 - N1-412-07-58/4a(1)
 - N1-412-07-58/4a(2)
 - N1-412-07-58/6a(1)
 - N1-412-07-58/6a(2)
 - N1-412-07-58/9a(1)(a)

N1-412-07-58/9a(1)(b)
N1-412-07-71/1a(1)
N1-412-07-71/1a(2)
N1-412-07-71/2a(1)
N1-412-07-71/2a(2)
N1-412-07-71/3a(1)
N1-412-07-71/3a(2)
N1-412-07-71/4a(1)
N1-412-07-71/4a(2)
N1-412-07-71/5a(1)
N1-412-07-71/5a(2)
N1-412-07-71/8a(1)
N1-412-07-71/8a(2)
N1-412-07-2/12b(1)
N1-412-07-2/12b(2)
N1-412-07-71/9a(1)
N1-412-07-71/9a(2)
N1-412-07-71/11a(1)
N1-412-07-71/11a(2)
N1-412-07-71/16a(1)
N1-412-07-71/16a(2)
N1-412-07-71/16b(1)
N1-412-07-71/16b(2)
N1-412-07-71/16c(1)
N1-412-07-71/16c(2)
N1-412-07-58/10a(1)
N1-412-07-58/10a(2)
N1-412-08-5a(1)
N1-412-08-5a(2)

Disposition Instruction

Cutoff Instruction

Close when activity, project, or topic completed.

Transfer to the National Archives
for Accessioning

Transfer to the National Archives 15 years after file
closure.

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives?

Unknown
Transfer of these records is ongoing.

How frequently will your agency
transfer these records to the
National Archives?

Unknown
Transfer of these records is ongoing.

1.2

Long-term environmental program and project records

Disposition Authority Number DAA-0412-2013-0021-0002

Includes records that are not required for documenting the history of the program or project, but which have operational value to EPA throughout the life of the program or project. Includes, but is not limited to: Clean Air Act certification records related to manufacturers' applications and EPA actions for emission certification for motor vehicles, locomotives, and nonroad mobile sources, including technical product descriptions, test results, copies of the certificate of conformity, notices of violations, and related records; Emergency Planning and Community Right-To-Know Act (EPCRA) trade secret claims files submitted to EPA under Section 322 of the Superfund Amendments and Reauthorization Act (SARA) of 1986, including chemical identity, substantiation of trade secret eligibility, and other information on the chemical for which trade secret protection is being claimed; IRIS documentation files consisting of unsolicited and solicited submissions from the public with information on chemicals for consideration in new and future IRIS assessments; pesticide chemical inert ingredient master file consisting of information on the chemical identity of proprietary trade name products used as inert ingredients, including correspondence, Material Safety Data Sheets (MSDS), and chemical identification of proprietary inert ingredient products; pesticide company transfer correspondence file consisting of correspondence, transfer agreements, affirmation documents, and other supporting documentation related to the transfer/ownership of companies, products, and data: pesticide experimental use product (EUPs) jackets, including the application for experimental use, product label, application data, briefing paper, and acceptance or rejection letter; pesticide product label system (PPLS) consisting of a collection of registered pesticide product labels submitted by registrants and accepted by EPA prior to 1996, including a cumulative index; pesticide reviews of chemical compounds used to support risk assessments, benefit assessments, and regulatory actions, consisting of draft reviews, comments, copies of journal articles, lab reports, test products, economic impacts, use analysis or applications covering such areas as pharmacology and toxicology, residues in crops and food items, environmental samples (e.g., soil, sediment, water, fish, grass), human samples and their related materials, lab validations of registrants' methods; pesticide registration jackets for new registration of a pesticide, including confidential statement of formula, enforcement action, product label, label change recommendations, chemical reviews, reports and materials supporting label citations, enforcement case reviews, cancellation notices, certified mail receipts, products, formulas, and related records; pesticide registration maintenance fee records consisting of mailing receipts and telephone logs of conversations with registrants concerning maintenance fee billings and fee responses from companies, and related correspondence; pesticide reregistration case files containing registrant response worksheets, correspondence, copies of Federal Register notices, bibliographies, disciplinary and topical summaries, and related records; pesticide test method evaluation records related to the review, evaluation, modification, and validation of test methods used for the analysis of environmental samples, food, feed, and pesticide products, consisting of methods reports, methods and essential

laboratory raw data such as chromatograms and original test method data submitted by companies; pesticide 24c applications by state, including the applicant's name and address, product name, issue date, expiration date, toxicity, pesticide form, pesticide type(s), chemical active ingredients, and percent concentration of each ingredient, sites, and pests; and scientific research project files related to basic, exploratory research for projects conducted by EPA personnel in ORD laboratories and research project files for the Office of Chemical Safety and Pollution Prevention (OCSP) that provide demonstration or proof of concept projects such as method validation studies, and basic, exploratory, conceptual research to study basic phenomena or issues, including characterization of health or ecological mechanisms and/or endpoints in order to improve the understanding of the interaction of environmental compounds, conditions, or processes with human and other life forms, including research plans, research methodology, questionnaires, quality assurance project plans, raw data, laboratory notebooks, correspondence, data collection media, interim and final reports, quality assurance assessments.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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 1035 item b	

GRS or Superseded Authority Citation
 N1-412-07-55/3a
 N1-412-07-50/1a
 N1-412-07-39a
 N1-412-07-39b
 N1-412-07-39d
 N1-412-07-50/5a
 N1-412-07-43a
 N1-412-07-45a
 N1-412-07-45b
 N1-412-07-50/13a
 N1-412-07-47a
 N1-412-07-50/14a
 N1-412-07-71/8d
 N1-412-07-59/7a
 N1-412-07-71/13a

N1-412-07-57a

Disposition Instruction

Cutoff Instruction Close when activity, project, or topic completed.

Retention Period Destroy 20 year(s) after file closure.

Additional Information

GAO Approval Not Required

1.3

Routine environmental program and project records

Disposition Authority Number DAA-0412-2013-0021-0003

Includes records with routine operational value and not considered essential for ongoing management of the program or project. Includes, but is not limited to: alternate test procedure applications for methods developed for nationwide use in regulated NPDES and NPDWR monitoring or for limited use in NPDES monitoring or NPDWR radionuclide monitoring that are not approved; Ann Arbor recall and in-use testing records, consisting of listings of vehicle owners, labels, supplemental sheets, maintenance forms, correspondence, and related records; certification of Waste Isolation Pilot Plant (WIPP) records consisting of information gathered by EPA in its role as regulator to certify that WIPP is in compliance with disposal regulations before the U.S. Department of Energy (DOE) can begin waste emplacement, including DOE applications, references, and other supporting information; Clean Air Act data records related to motor vehicle emission standards, including temperature chart tests, correlation tests of instruments, strip chart of analyses, drivers trace charts, exhaust concentration data, preliminary results, as compared to final results of tests, and related records; collections of approved or accepted quality assurance project plans (QAPPs) and quality management plans (QMPs) that describe procedures to assess environmental measurement activities or document the quality system of the organization conducting the environmental data collection activities; collections of laboratory standard operating procedures (SOPs) used to assure quality of analytical procedures used by EPA laboratories and used to implement and assess environmental measurements activities, including sampling, instrument operations, calibration of equipment and instruments, sample preparation, laboratory and field analytical procedures, data validation and verification, health and safety, interlab crosscheck reports, trip reports, and special project analysis reports; disaster response records for other Presidential declared emergencies such as short-term federal emergencies requiring federal assistance to supplement state and local efforts to save lives, protect property, or to lessen or avert the threat of a catastrophe, and local EPA emergencies occurring in or near EPA facilities (e.g., flooding due to a broken pipe) affecting the ability to conduct EPA business; drinking water management and direct implementation files related to public water supply systems, source water assessment and protection, wellhead protection, and the direct implementation of the primary and secondary drinking water regulations,

including supplier reports to the states, public notices, education materials, public water system inventories, correspondence, reports, and related records; effluent guidelines studies supporting documentation; emergency planning program for radiological incident records, consisting of accident and incident reports, emergency planning symposium arrangements, model emergency plans, reference materials, interagency meetings and conference minutes, scenarios for power plant accident exercises, investigation reports, and related records; international affairs bilateral agreements related to the evaluation of all international bilateral activities involving EPA and foreign organizations and governments; international affairs ocean dumping files related to EPA participation in implementing the 1972 Ocean Dumping Treaty and EPA's chairmanship of the U.S. delegations to treaty group meetings, EPA monitoring of ocean dumping incidents, review and evaluation of ocean dumping regulations, and related matters, consisting of position papers, conference reports, correspondence, and related records; National Contingency Plan (NCP) product files, including the NCP Product Schedule of dispersants and other chemical or biological products that may be authorized for use on oil discharges and consisting of NCP Product Schedule, vendor applications, correspondence, Agency and contractor review documentation, Technical Bulletins, and related records; national emissions standards for hazardous pollutants (NESHAPS) radiation facility and site files consisting of records related to the investigation of emissions into the air from radiologically contaminated sites, radioactive waste disposal sites, and industrial sources of radionuclides as air pollutants, including reports of the Department of Energy, other federal agencies, and other entities such as states and tribes; pesticide facilities files consisting of records related to the manufacture, distribution, and application of pesticides products, including registration applications, registrations, investigation reports, supporting papers, certification forms, correspondence, and related records; pesticide tolerance petition jackets for established limited or temporary tolerances and inactive tolerances; pesticide emergency exemption jackets (Section 18s) consisting of state or federal requests to exempt a pesticide from certain provisions of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), including the scope of emergency, economics, residue and efficacy data supporting the request, scientific evaluations, action memorandum, acceptances, withdrawal or denial correspondence, reports submitted during and after exemption regarding use, effect, results from use under an exemption, and copies of Federal Register notices for tolerance rate; pesticide laboratory test reports and supporting documentation related to the receipt and tests made on pesticide samples and supporting documentation, including raw data, media/reagent preparation records, quality and control records, chain of custody, test results, sterilization and calibration records, temperature and air sampling records, inspection records, state testing program-related correspondence, state standard operating procedures, and other reports and assessments; pesticide notices of supplemental distribution of a registered product submitted by registrants wanting to register another company to distribute their product; pesticide indemnification files consisting of original claim forms for indemnification, contractor's report, invoices and/or affidavits, certification documents, notification of payment, and correspondence; pesticide

reregistration fees case files for pesticide products containing active ingredients subject to FIFRA reregistration, consisting of registrant market share request submissions, correspondence, copies of reregistration fee invoices, market share request green cards, case-specific background information, and reregistration fee historic information; pesticide state and federal FIFRA issues research and evaluation group (SFFIREG) files consisting of transcripts of meetings, action items, minutes, reports, and related records; pilot project supporting files for pilot projects which explore new technologies, cleanup methods, etc., to improve the environment in a variety of ways on such topics as medical waste tracking demonstration program, environmental leadership pilot project encouraging facilities to develop innovative auditing and compliance programs, and similar projects; radon action files related to the management and oversight of the radon state grant program and the regional radon training centers and technical assistance on radon problem assessment, mitigation, and prevention, including health risk surveys and data, reports, public notices and information, instructional materials, records of communication, and related records (excludes grants which are covered by EPA 1003); rapid tax amortization files related to granting federal tax deductions to facilities that have installed pollution control equipment and devices, consisting of applications, state certifications, technical and legal reviews by regional offices, federal certification, and related records; risk management plan (RMP) implementation records consisting of RMPs, facility audit reports, correspondence, and other records related to the implementation of the Clean Air Act, Section 112(r); sampling and analytical data files related to the chemical analysis services performed to support EPA's environmental programs, including analysis conducted through the Contract Laboratory Program (CLP), sample results in the form of "current files," "purge files," and Sample Management Office (SMO) files, as well as regional lab records of in-house sampling, document inventory forms, data summaries, field sheets, chain of custody, data reports, log books, correspondence, quality assurance and data validation files, quality control summaries and related records; special studies and surveys supporting files related to the development of such topics as environmental levels of toxic substances, coastal zone management, or economic benefits and impact of pesticides produced in house by individuals, committees, or task forces; toxic substances files related to the manufacture, processing, importing, or distribution of substances for commercial purposes and/or disposal covered by TSCA, as amended, including copies of release inventory reports, investigation forms, notification forms, data summaries and reports, certifications, correspondence, and related records; underground storage tanks (UST) site and facility files documenting the management of the UST program, including release reports, site characterization reports, financial assurance documents, evaluations, information requests, and inspection and sampling reports; voluntary partnership programs such as Partners for the Environment, including partnership agreements, reports, correspondence, and related records; and water quality planning and management supporting files for final plans and annual and biennial reports.

Final Disposition

Temporary

Item Status Active
 Is this item media neutral? Yes
 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 1035 item c	

GRS or Superseded Authority Citation

- N1-412-07-1/1a
- N1-412-07-55/2a
- N1-412-07-4/1a
- N1-412-06-6/3a
- N1-412-07-1/7a
- N1-412-07-1/7b
- N1-412-08-7/2b
- N1-412-08-7/3a
- N1-412-07-55/5a
- N1-412-07-60/1a
- N1-412-07-60/2a
- N1-412-07-60/2b
- N1-412-07-60/2c
- N1-412-07-22/1a
- N1-412-07-35/1a
- N1-412-07-32a
- N1-412-07-22/2a
- N1-412-07-61b
- N1-412-07-61c
- N1-412-07-39c(2)
- N1-412-07-39c(3)
- N1-412-07-50/3a
- N1-412-07-50/4a
- GRS 6/10a
- N1-412-07-50/6a
- N1-412-07-50/8a
- N1-412-07-50/11a
- N1-412-07-66/4a
- N1-412-07-66/8a
- N1-412-07-58/4b
- N1-412-07-58/9a(2)
- N1-412-07-60/4a

N1-412-07-59/8a

N1-412-07-59/9a

N1-412-07-60/6a

N1-412-08-14a

Disposition Instruction

Cutoff Instruction

Close when activity, project, or topic completed.

Retention Period

Destroy 10 year(s) after file closure.

Additional Information

GAO Approval

Not Required

1.4

Short-term environmental program and project records

Disposition Authority Number

DAA-0412-2013-0021-0004

Includes records with short-term operational value and not considered essential for the ongoing management of the program or project. Includes, but is not limited to: accident and incident summary reports, consisting of brief summary reports on accidents and incidents resulting in or brought on by water contamination; advanced technology problem area projects files related to nuclear fuel processing, fabrication of uranium and plutonium, generic field studies, waste disposal, enrichment, transportation, and other radiation technology problem areas, consisting of problem statements and work plans, analysis and calculation work papers, field investigation reports, testimony before state and federal legislative bodies, technical reports, and related records; alternate test procedure applications for nationwide use in regulated NPDES and NPDWR monitoring or for limited use in NPDES monitoring or NPDWR radionuclide monitoring where the application is defaulted by the applicant or the application is not within EPA jurisdiction (parameter not regulated); applied and directed scientific research project workpapers and administrative correspondence, including completed questionnaires or other documents used for data collection, drafts or copies of interim progress reports, and other workpapers created in the course of the study, excluding those workpapers needed to support the basis for the research conclusions; chlorofluorocarbon (CFC) certificates and registrations received by regional offices under the Clean Air Act Amendments of 1990, consisting of motor vehicle air condition (MVAC) recover/recycle or recover equipment certification form, EPA refrigerant recovery or recycling device acquisition certification form, certifications for technicians, and related records; collections of QAPPs and QMPs that are not approved or accepted; imported nonconforming motor vehicle case files consisting of forms, entry documents, affidavits, invoices, photographs, records describing modifications to vehicles and engines, and certifying conformity to EPA standards, and Agency decisions; instrument notebooks or logs kept by scientists in the course of performing routine, nonprogrammatic activities such as maintenance, calibration and inspection of equipment; international activities and agreements records consisting of

routine correspondence, meeting notes, conference and symposia materials, and routine records related to multilateral organizations such as the United Nations Environmental Program, the Intergovernmental Maritime Consultative Organization, the World Health Organization, and similar groups; international bilateral programs file consisting of records other than the bilateral agreement, including correspondence with the countries and within EPA and information on work accomplishments; laboratory approval and analytical method development supporting direct implementation of drinking water regulations project workpapers and administrative correspondence, including progress reports, analysis reports generated on individual samples assayed during method development, laboratory bench sheets, and correspondence with other researchers conducting similar method development efforts; pesticide export notices of unregistered pesticides containing foreign purchaser acknowledgment statements (FPAS) from exporters of unregistered pesticides with signed statements from foreign purchasers acknowledging that the pesticide is not registered for use in the U.S., including annual summaries from exporters and Agency export notice logs; pesticide imports files consisting of records on source and destination of pesticides imports into the United States, including notices of arrival of pesticides and services and attached registration label of product; pesticide test method evaluation records consisting of nonessential supporting documentation such as extra copies of submissions, nonreportable data, and similar records; protective action planning manual work files related to the development of the nuclear incident protective planning manual, consisting of technical articles and reports, task force records, work plans and reports, comments, and related records; radiological emergency planning records consisting of copies of state and local emergency response plans, inspection reports, correspondence, safety analysis reports, and related records; research project logbooks or index records reflecting the status of individual research projects; Resource Conservation and Recovery Act (RCRA) solid waste management plans documenting the process for approving state and municipal plans addressing all solid waste with potential adverse effects on health or the environment or opportunity for resource conservation or resource recovery, consisting of a copy of the proposed plan, capacity assurance plans, review and evaluation of the plan, correspondence, public notices and comments, plan revisions, and related records; Spill Prevention Control and Countermeasure (SPCC) facility plans submitted by owners and operators of facilities, submitted to regional offices as required by regulations, including plans and amendments prescribed by the Regional Administrators; summary research projects status reports submitted by project officers to laboratory management showing the status of their projects; TSCA administrative tracking and control records consisting of log books, registers, and other records (e.g., transfer logs, document inventory logs and records disposition logs) used to control or document receipt status, maintenance or use of documents containing TSCA confidential business information (CBI) maintained as a separate file and containing significant information for determining location and custodian; TSCA Section 12(b) notice of export files containing notifications to EPA from companies of their export or intent to export specific chemicals or mixtures subject to specified actions taken

under Sections 4, 5, 6, and 7 of TSCA, including correspondence between EPA and foreign government authorities, other U.S. government agencies, the legal community, industry, or other interested parties, original notices, tracking and control records, and supporting information; TSCA Section 13 import records from companies concerning the importation of a regulated chemical substance or mixture, including certification statements and correspondence from companies documenting the receipt of shipment as well as certification of compliance; and water supply laboratory certification program files related to the development of evaluation procedures and quality assurance criteria for ORD laboratories analyzing public drinking water, consisting of procedures manual for laboratory certification, comments on the certification procedures for states, other government agencies, and private groups, and related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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 1035 item d	

GRS or Superseded Authority Citation
 N1-412-07-4/2a
 N1-412-07-59/1a
 N1-412-07-1/7c
 N1-412-07-55/4a
 N1-412-07-60/3a
 N1-412-07-35/2a
 N1-412-07-26a
 N1-412-07-51/1a
 N1-412-07-51/1b
 N1-412-07-51/1c
 N1-412-07-51/2a
 N1-412-07-43b
 N1-412-07-50/9a
 N1-412-07-66/4b
 N1-412-07-58/2a
 N1-412-07-58/9a(3)
 N1-412-07-58/9a(4)
 N1-412-07-71/7a
 N1-412-07-2/12a

N1-412-07-60/5a
N1-412-07-71/11b
N1-412-07-71/11c
N1-412-07-71/12a
N1-412-07-71/13b
N1-412-07-71/14b
N1-412-07-71/15a
N1-412-07-57b
N1-412-08-5b
N1-412-07-59/5a
N1-412-07-60/7a

Disposition Instruction

Cutoff Instruction Close when activity, project, or topic completed.

Retention Period Destroy 5 year(s) after file closure.,

Additional Information

GAO Approval Not Required

1.5

Other environmental program and project records

Disposition Authority Number DAA-0412-2013-0021-0005

Includes records that have no value once they are superseded, updated, replaced, or no longer needed for the ongoing management of the program or project. Includes, but is not limited to: alternate test procedure applications master list of approved procedures for NPDES and NPDWR and non-radionuclide methods developed for limited use in NPDWR monitoring; emission factors program (EFP) test records in which EPA tests emissions of privately-owned vehicles, consisting of vehicle and owner identifying information, procurement agreements, owner survey results, inspection records, raw data in the form of strip-chart recordings and printouts from test instrumentation, and emission test results; files containing data determined by competent scientific or technical personnel either to be duplicated or sufficiently summarized in technical reports or elsewhere in the records, or to be of such a routine, repetitive or fragmentary nature that they would not be needed for continued research purposes, excluding original (raw) data used to form the basis for the research conclusions; IRIS documentation files, consisting of reference dose/reference concentration (RfD/RfC) and carcinogen risk assessment verification endeavor (CRAVE) files (prior to 1995), including work group notes for chemical assessments completed or not completed for IRIS, and nondecisional file reference and background records and supplemental data prior to 1997; novel microbial pesticide (NMP) files consisting of notifications on small scale field testing of non-indigenous or genetically engineered microbials; oil removal contingency plans for states and local and regional entities, providing for the coordination of the total response to an oil discharge; pesticide company name and address correspondence file; pesticide producing establishments reports

showing data transferred from producers' annual reports concerning the kind and amount of pesticides being manufactured by the establishments; pesticide product label system (PPLS) collected after 1996; pesticide requests for EPA company number from entities that will become manufacturing establishments, consortia, distributors of EPA registered products, etc., consisting of requests and EPA's responses; research project status lists; source data files related to in-house radiological research projects, other than scientific data needed for continued research purposes; and TSCA administrative tracking and control records maintained as a separate file and containing no significant information (e.g., visitor sign-in logs, fax transmittal sheets, firm mailing books, and other mail receipt logs.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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 1035 item e	

GRS or Superseded Authority Citation
 N1-412-07-4/3a
 N1-412-07-35/3a
 N1-412-07-51/2b
 N1-412-07-50/2a
 N1-412-07-50/7a
 N1-412-07-50/10a
 N1-412-07-47b
 N1-412-07-58/9b
 N1-412-07-58/9c
 N1-412-07-71/8b
 N1-412-07-71/8c
 N1-412-07-71/9b
 N1-412-07-59/11a
 N1-412-07-71/14a

Disposition Instruction

Cutoff Instruction Close when superseded, updated, replaced, or no longer needed for current agency business.

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
08/20/2013	Return to Submitter	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
08/22/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
08/22/2013	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/22/2013	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
08/27/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
11/14/2013	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
11/15/2013	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
11/18/2013	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
06/30/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services

01/12/2015	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
01/14/2015	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
01/14/2015	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
11/09/2015	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
11/10/2015	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
11/10/2015	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
03/03/2016	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
03/03/2016	Submit For Certification	Sandy York	Records Information Manager V	Office of Environmental Information - records and Content Management Branch
03/03/2016	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
05/02/2016	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

108 Environmental Management

Includes all functions required to monitor the environment and weather, determine proper environmental standards and ensure their compliance, and address environmental hazards and contamination.

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
005a N1-412-07-1/1a	All Programs	Special Studies – Record copy	Close upon completion of study. Destroy 7 years after file closure.	1035c
044a N1-412-07-55/2a	Emergency Prevention, Preparedness and Response	Risk Management Plan (RMP) Implementation Records – Record copy	Close inactive records at end of year. Destroy 7 years after file closure.	1035c
048a N1-412-07-55/3a	Superfund	EPCRA Trade Secret Files – Record copy	Close inactive records at end of year. Destroy 20 years after file closure.	1035b
086a N1-412-07-4/1a	Oil	National Contingency Plan (NCP) Product Files – Record copy	Close inactive records when superseded or obsolete. Destroy 10 years after file closure.	1035c
091a(1) N1-412-07-54/5a(1)	Superfund	CERCLA Section 103 Notifications – Record copy – Nonelectronic	Close inactive records at end of year. Transfer to the National Archives 30 years after file closure.	1035a
091a(2) N1-412-07-54/5a(2)	Superfund	CERCLA Section 103 Notifications – Record copy – Electronic	Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
091a(3) N1-412-07-54/5a(3)	Superfund	CERCLA Section 103 Notifications – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
092a N1-412-07-4/2a	Oil	Spill Prevention Control and Countermeasure (SPCC) Facility Plans – Record copy	Close inactive records upon completion of amendment implementation or end of year. Destroy 5 years after file closure.	1035d
093a N1-412-07-4/3a	Oil	Oil Removal Contingency Plans – Record copy	Close inactive records when superseded. Destroy immediately after file closure.	1035e
099a N1-412-06-	All Programs	Pilot Projects – Record copy	Close inactive records at the completion of the project.	1035c

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
6/3a			Destroy 10 years after file closure.	
101a N1-412-07-59/1a	Air	Imported Nonconforming Motor Vehicle Case Files – Record copy	Close inactive records following Agency decision. Destroy 5 years after file closure. If records are microformed, destroy paper after quality assurance is completed.	1035d
157a N1-412-07-50/1a	Pesticides	Chemical Reviews – Record copy	Close inactive records when review is final. Destroy 18 years after file closure.	1035b
180a GRS 26/4	Administrator and Deputy Administrator	Committee Management Records for Federal Advisory Committee Act (FACA)	Destroy when 6 years old.	1035c
181a GRS 26/2a	All Programs	Advisory Groups Established under the Federal Advisory Committee Act (FACA) – Commission’s establishment, membership, policy, organization, deliberations, findings, and recommendations	Transfer to the National Archives on termination of the Commission.	1035a
181b GRS 26/2b	All Programs	Advisory Groups Established under the Federal Advisory Committee Act (FACA) –Day-to-day Commission activities, not containing unique information of historical value	Destroy when 3 years old.	1035d
181c(1) GRS 26/2c(1)	All Programs	Advisory Groups Established under the Federal Advisory Committee Act (FACA) – Web site records – Electronic version of Web site(s)	Destroy on termination of commission or when no longer needed, excluding records covered in the Note in Guidance.	1035e
181c(2) GRS 26/2c(2)	All Programs	Advisory Groups Established under the Federal Advisory	Destroy on termination of commission or when no longer needed.	1035e

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		Committee Act (FACA) – Web site records – Design, management, and technical operation records		
181c(3) GRS 26/2c(3)	All Programs	Advisory Groups Established under the Federal Advisory Committee Act (FACA) – Web site records – Electronic version of content records duplicated in textual series of commission records	Destroy on termination of commission or when no longer needed.	1035e
185a N1-412-07-1/7a	All Programs	Collections of Quality Assurance Project Plans (QAPPs) – Approved or accepted QAPPs	Close inactive records at approval, or at last amendment or last review. Destroy 10 years after file closure.	1035c
185b N1-412-07-1/7b	All Programs	Collections of Quality Assurance Project Plans (QAPPs) – Approved or accepted QMPs	Close inactive records when superseded or after completion of the last review conducted under the plan, whichever is later. Destroy 10 years after file closure.	1035c
185c N1-412-07-1/7c	All Programs	Collections of Quality Assurance Project Plans (QAPPs) – QAPPs and QMPs that are not approved or accepted	Close inactive records after disapproval of the plan, or last correspondence or version of unapproved plan. Destroy 3 years after file closure.	1035d
201a N1-412-07-55/4a	RCRA	RCRA Solid Waste Management Plans – Record copy	Close inactive records when plan is revised or discontinued. Destroy 5 years after file closure.	1035d
213a(1) N1-412-08-7/2a(1)	Water	Water Quality Planning and Management Files – Final plans and annual and biennial reports – Nonelectronic	Close inactive records at end of year. Transfer to the National Archives 10 years after file closure.	1035a
213a(2) N1-412-08-7/2a(2)	Water	Water Quality Planning and Management Files – Final plans and annual and biennial reports – Electronic	Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
			specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	
213a(3) N1-412-08-7/2a(3)	Water	Water Quality Planning and Management Files – Final plans and annual and biennial reports – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
213b N1-412-08-7/2b	Water	Water Quality Planning and Management Files – Final plans and annual and biennial reports – Supporting files	Close inactive records at end of year. Destroy 10 years after file closure.	1035c
214a N1-412-08-7/3a	Water	Drinking Water Management and Direct Implementation Files – Record copy	Close inactive records at end of year. Destroy 10 years after file closure.	1035c
215a N1-412-07-55/5a	Underground Storage Tanks	Underground Storage Tanks Site and Facility Files – Record copy	Close inactive records at end of year. Destroy 10 years after file closure.	1035c
219a N1-412-07-60/1a	Radiation	Radon Action Files – Record copy	Close inactive records at end of year. Destroy 10 years after file closure.	1035c
220a N1-412-07-60/2a	Radiation	NESHAPS Radiation Facility and Site Files – Department of Energy NESHAPS reports	Close inactive records when facilities and sites become inactive or oversight ends. Destroy 10 years after file closure.	1035c
220b N1-412-07-60/2b	Radiation	NESHAPS Radiation Facility and Site Files – Other federal NESHAPS reports	Close inactive records when facilities and sites become inactive or oversight ends. Destroy 10 years after file closure.	1035c
220c N1-412-07-60/2c	Radiation	NESHAPS Radiation Facility and Site Files – Non-federal documentation	Close inactive records at end of year. Destroy 10 years after file closure.	1035c
222a N1-412-07-60/3a	Radiation	Radiological Emergency Planning – Record copy	Close inactive records at end of year. Destroy 5 years after file closure.	1035d
223a N1-412-07-	All Programs, with	Sampling and Analytical Data Files	Close inactive records upon completion of sampling	1035c

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
07-22/1a	exceptions	- Record copy	activity. Destroy 10 years after file closure.	
225a N1-412-07-35/1a	Pesticides	Pesticides Facilities Files - Record copy	Close inactive records at end of year. Destroy 10 years after file closure.	1035c
226a N1-412-07-35/2a	Pesticides	Pesticides Imports Files - Record copy	Close inactive records at end of year. Destroy 5 years after file closure.	1035d
227a N1-412-07-32a	Toxic Substances	Toxic Substances Files - Record copy	Close inactive records at end of year. Destroy 10 years after file closure.	1035c
228a N1-412-07-59/5a	Air	CFC Certificates - Record copy	Close inactive records at end of year. Destroy 5 years after file closure.	1035d
229a N1-412-07-22/2a	All Programs	Rapid Tax Amortization Files - Record copy	Close inactive records upon federal certification. Destroy 7 years after file closure.	1035c
233a(1) N1-412-07-61a(1)	All Programs	Disaster Response - Presidential declared major disasters - Nonelectronic	Close inactive records upon completion of each major benchmark. Transfer to the National Archives 20 years after file closure.	1035a
233a(2) N1-412-07-61a(2)	All Programs	Disaster Response - Presidential declared major disasters - Electronic	Close inactive records upon completion of each major benchmark. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
233a(3) N1-412-07-61a(3)	All Programs	Disaster Response - Presidential declared major disasters - Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
233b N1-412-07-61b	All Programs	Disaster Response - Other Presidential declared emergencies	Close inactive records upon completion of final inspection. Destroy 10 years after file closure.	1035c
233c N1-412-07-61c	All Programs	Disaster Response - Local EPA emergencies	Close upon completion of all clean up and restoration activities. Destroy 10 years after file closure.	1035c
247a(1) N1-412-07-31a(1)	Toxic Substances	TSCA Section 6 Regulation of Hazardous Chemical	Close inactive records upon final action. Transfer to the National Archives 20 years	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		Substances and Mixtures Files – Record copy – Nonelectronic	after file closure. If record is microform, destroy paper after quality assurance is completed.	
247a(2) N1-412-07-31a(2)	Toxic Substances	TSCA Section 6 Regulation of Hazardous Chemical Substances and Mixtures Files – Record copy – Electronic	Close inactive records upon final action. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
247a(3) N1-412-07-31a(3)	Toxic Substances	TSCA Section 6 Regulation of Hazardous Chemical Substances and Mixtures Files – Electronic copy of records transferred to the National Archives.	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
248a N1-412-07-26a	Toxic Substances	TSCA Section 13 Imports – Record copy	Close inactive records at end of each fiscal year. Destroy 5 years after file closure.	1035d
258a(1) N1-412-06-27a(1)	All Programs	Final Deliverables and Reports – Environmental programs, except Superfund site-specific – Nonelectronic	Close inactive records upon completion of project. Transfer to the National Archives 20 years after file closure.	1035a
258a(2) N1-412-06-27a(2)	All Programs	Final Deliverables and Reports – Environmental programs, except Superfund site-specific – Electronic	Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
258a(3) N1-412-06-27a(3)	All Programs	Final Deliverables and Reports – Environmental programs – except Superfund site-specific – Electronic copy of records transferred to the	Close file upon transfer to the National Archives. Delete after electronic copy is successfully transferred to the National Archives.	1035 guidance 008a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		National Archives		
261a(1) N1-412-07-29a(1)	Toxic Substances	TSCA Section 5 New Chemical Files – Record copy – Nonelectronic	Close inactive records upon completion of scheduled review or other Agency decision. Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.	1035a
261a(2) N1-412-07-29a(2)	Toxic Substances	TSCA Section 5 New Chemical Files – Record copy – Electronic	Close inactive records upon completion of scheduled review or other Agency decision. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
261a(3) N1-412-07-29a(3)	Toxic Substances	TSCA Section 5 New Chemical Files – Electronic copy of records transferred to the National Archives.	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
262a(1) N1-412-07-28a(1)	Toxic Substances	TSCA Section 4 Chemical Test Program Results – Record copy – Nonelectronic	Close inactive records upon receipt and review of all test data required by the rule/consent order and upon closure and transfer to the Review Committee. Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.	1035a
262a(2) N1-412-07-28a(2)	Toxic Substances	TSCA Section 4 Chemical Test Program Results – Record copy – Electronic	Close inactive records upon receipt and review of all test data required by the rule/consent order and upon closure and transfer to the Review Committee. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
			applicable at the time.	
262a(3) N1-412-07-28a(3)	Toxic Substances	TSCA Section 4 Chemical Test Program Results – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
277a N1-412-07-35/3a	Pesticides	Pesticide Producing Establishments Reports – Record copy	Close inactive records when superseded. Destroy 1 year after file closure or when no longer needed.	1035e
292a N1-412-07-51/1a	Toxic Substances	TSCA Section 12(b) Notice of Export Files – Original notice documents	Close inactive records at end of calendar year. Destroy 5 years after file closure.	1035d
292b N1-412-07-51/1b	Toxic Substances	TSCA Section 12(b) Notice of Export Files – Tracking and control records	Close when superseded or obsolete. Destroy 5 years after file closure.	1035d
292c N1-412-07-51/1c	Toxic Substances	TSCA Section 12(b) Notice of Export Files – Supporting information	Close inactive records at end of calendar year. Destroy 5 years after file closure.	1035d
295a N1-412-07-51/2a	Toxic Substances	TSCA Administrative Tracking and Control Records – Maintained as a separate file and containing significant information for determining location and custodian of CBI material	Close inactive records at end of year. Destroy 7 years after file closure.	1035d
295b N1-412-07-51/2b	Toxic Substances	TSCA Administrative and Tracking Control Records – Maintained as a separate file and containing no significant information	Close inactive records at end of year. Destroy 18 months after file closure.	1035e
295c N1-412-07-51/2c	Toxic Substances	TSCA Administrative and Tracking Control Records – Maintained with related case files	File with related records and follow disposition instructions for related records.	1035 guidance
314a(1) N1-412-07-38a(1)	Pesticides	State Plans for Applicator Certification – Record copy – Nonelectronic	Close inactive records when states submit new plans. Transfer to the National Archives 10 years after file closure. If record is	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
			microform, destroy paper after quality assurance is completed.	
314a(2) N1-412-07-38a(2)	Pesticides	State Plans for Applicator Certification – Record copy – Electronic	Close inactive records when states submit new plans. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
314a(3) N1-412-07-38a(3)	Pesticides	State Plans for Applicator Certification – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic copy is successfully transferred to the National Archives.	1035 guidance 008a
315a N1-412-07-39a	Pesticides	Pesticides Registration Documents – Registration jackets	Close inactive records when product canceled or withdrawn. Destroy 15 years after file closure.	1035b
315b N1-412-07-39b	Pesticides	Pesticides Registration Documents – Experimental use product jackets (EUPs)	Close inactive records when experimental use is completed or rejected. Destroy 15 years after file closure.	1035b
315c(1)(a) N1-412-07-39c(1)(a)	Pesticides	Pesticides Registration Documents – Established tolerances – Pesticide tolerance petition jackets – Nonelectronic	Close inactive records when tolerance is established. Transfer to the National Archives 13 years after file closure.	1035a
315c(1)(b) N1-412-07-39c(1)(b)	Pesticides	Pesticides Registration Documents – Established tolerances – Pesticide tolerance petition jackets – Electronic	Close inactive records when tolerance is established. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
315c(1)(c) N1-412-07-	Pesticides	Pesticides Registration	Close file upon transfer to the National Archives. Delete	1035 guidance

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
39c(1)(c)		Documents – Established tolerances – Pesticide tolerance petition jackets – Electronic copy of records transferred to the National Archives	after electronic record copy is successfully transferred to the National Archives.	008a
315c(2) N1-412-07-39c(2)	Pesticides	Pesticides Registration Documents – Established limited or temporary tolerances – Pesticide tolerance petition jackets	Close inactive records when tolerance is expired. Destroy 8 years after file closure.	1035c
315c(3) N1-412-07-39c(3)	Pesticides	Pesticides Registration Documents – Inactive tolerances – Pesticide tolerance petition jackets	Close inactive records when product is withdrawn or declared inactive. Destroy 8 years after file closure.	1035c
315d N1-412-07-39d	Pesticides	Pesticides Registration Documents – 24c application by state	Close inactive records when product is canceled or withdrawn. Destroy 15 years after file closure.	1035b
316a N1-412-07-50/2a	Pesticides	Novel Microbial Pesticide (NMP) Files – Record copy	Close inactive records when 90 day Agency evaluation of notification and decision action is completed. If record is paper, keep 90 days, then transfer to Team File Room. Destroy when no longer needed.	1035e
317a N1-412-07-50/3a	Pesticides	Emergency Exemption Jackets (Section 18s) – Record copy	Close inactive records upon expiration of emergency exemption. Destroy 7 years after file closure.	1035c
319a N1-412-07-50/4a	Pesticides	Notice of Supplemental Distribution of a Registered Product – Record copy	Close inactive records at end of fiscal year. Destroy 10 years after file closure. If records are microformed, destroy paper after quality assurance is completed.	1035c
320a N1-412-07-50/5a	Pesticides	Pesticide Chemical Inert Ingredient Master File – Record copy	Close inactive records when product no longer manufactured. Destroy 15 years after file closure. If records are microformed, destroy paper after quality	1035b

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
			assurance is completed.	
321a GRS 6/10a	Pesticides	Indemnification Files (Administrative Claims Files)	Close inactive records when payment has been made to claimant. Destroy when 6 years and 3 months old.	1035c
324a(1) N1-412-07- 40a(1)	Pesticides	Special Review Files – Record copy – Nonelectronic	Close inactive records when final position document is published in the Federal Register, compiled into the administrative record, and sent to PMSD for PDMS archive. Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.	1035a
324a(2) N1-412-07- 40a(2)	Pesticides	Special Review Files – Record copy – Electronic	Close inactive records when final position document is published in the Federal Register, compiled into the administrative record, and sent to PMSD for PDMS archive. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44- 1235.50 or standards applicable at the time.	1035a
324a(3) N1-412-07- 40a(3)	Pesticides	Special Review Files – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
325a N1-412-07- 50/6a	Pesticides	Reregistration Fees Case Files – Record copy	Close inactive records at end of calendar year. Destroy 10 years after file closure.	1035c
326a(1) N1-412-07- 41a(1)	Pesticides	Reregistration Eligibility Decision (RED) Case File – Record copy – Nonelectronic	Close inactive records when RED is final, compiled into the administrative record and sent to PMSD for PDMS archive. Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.	1035a
326a(2)	Pesticides	Reregistration	Close inactive records when	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
N1-412-07-41a(2)		Eligibility Decision (RED) Case File – Record copy – Electronic	RED is final, compiled into the administrative record and sent to PMSD for PDMS archive. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	
326a(3) N1-412-07-41a(3)	Pesticides	Reregistration Eligibility Decision (RED) Case File – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
327a N1-412-07-50/7a	Pesticides	Company Name and Address Correspondence File – Record copy	Close inactive records when new company correspondence received requesting changes. Destroy superseded material immediately after file closure.	1035e
335a(1) N1-412-07-42a(1)	Pesticides	Pesticide Document Management System (PDMS): Registrant Registered Studies – Record copy – Nonelectronic	Close inactive records at end of calendar year. Transfer to the National Archives 10 years after file closure. If records are microform, destroy paper after quality assurance is completed.	1035a
335a(2) N1-412-07-42a(2)	Pesticides	Pesticide Document Management System (PDMS): Registrant Registered Studies – Record copy – Electronic	Close inactive records at end of calendar year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
335a(3) N1-412-07-42a(3)	Pesticides	Pesticide Document Management System (PDMS): Registrant Registered Studies – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic copy is successfully transferred to the National Archives.	1035 guidance 008a
337a	Pesticides	Laboratory Test	Close inactive records at end	1035c

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
N1-412-07-50/8a		Reports and Supporting Documentation – Record copy	of year. Destroy 10 years after file closure.	
339a N1-412-07-43a	Pesticides	Test Method Evaluation Records – Methods reports, methods and essential laboratory raw data	Close inactive records at end of fiscal year. Destroy 25 years after file closure.	1035b
339b N1-412-07-43b	Pesticides	Test Method Evaluation Records – Non-essential supporting documentation	Close inactive records at end of fiscal year. Destroy 5 years after file closure.	1035d
348a(1) N1-412-07-44a(1)	Pesticides	Pesticide Usage Survey Data and Documentation – Final reports – Nonelectronic	Close inactive records when survey completed. Transfer to the National Archives 30 years after file closure.	1035a
348a(2) N1-412-07-44a(2)	Pesticides	Pesticide Usage Survey Data and Documentation – Final reports – Electronic	Close inactive records when survey completed. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
348a(3) N1-412-07-44a(3)	Pesticides	Pesticide Usage Survey Data and Documentation – Final reports – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
348b N1-412-07-44b	Pesticides	Pesticide Usage Survey Data and Documentation – Data and documentation for studies completed before 1987	Close inactive records when survey completed. Destroy 3 years after file closure.	NA
348c N1-412-07-44c	Pesticides	Pesticide Usage Survey Data and Documentation – Data and documentation for studies completed in	Close inactive records when survey completed. Keep in office 3 years after file closure, then submit a new schedule to NRMP.	NA

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		1987 and after		
350a N1-412-07-50/9a	Pesticides	Export Notices of Unregistered Pesticides – Record copy	Close inactive records at end of year. Destroy 3 years after file closure.	1035d
351a N1-412-07-50/10a	Pesticides	Requests for EPA Company Number	Close inactive records at end of month. Destroy 3 months after file closure.	1035e
354a N1-412-07-50/11a	Pesticides	State/Federal FIFRA Issues Research and Evaluation Group (SFFIREG) Files – Record copy	Close inactive records at end of year. Destroy 12 years after file closure.	1035c
357a N1-412-07-45a	Pesticides	Pesticide Registration Maintenance Fee Records – Certified mailing green card receipts	Close inactive records at end of year. Destroy 50 years after file closure.	1035b
357b N1-412-07-45b	Pesticides	Pesticide Registration Maintenance Fee Records – Telephone logs	Close inactive records at end of year. Destroy 50 years after file closure. If records are microformed or imaged, destroy paper after quality assurance is completed.	1035b
361a(1) N1-412-07-46a(1)	Pesticides	Scientific Data Reviews – Record copy – Nonelectronic	Close inactive records upon completion of review. Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.	1035a
361a(2) N1-412-07-46a(2)	Pesticides	Scientific Data Reviews – Record copy – Electronic	Close inactive records upon completion of review. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
361a(3) N1-412-07-46a(3)	Pesticides	Scientific Data Reviews – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after record copy is successfully transferred to the National Archives.	1035 guidance 008a
362a N1-412-07-50/13a	Pesticides	Company Transfer Correspondence File – Record copy	Close inactive records at end of calendar year. Destroy 20 years after file closure. If	1035b

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
			microformed, destroy paper after quality assurance completed.	
363a N1-412-07-47a	Pesticides	Pesticide Product Label System (PPLS) – Record copy prior to 1996	Close inactive records at end of fiscal year. Destroy when 25 years old.	1035b
363b N1-412-07-47b	Pesticides	Pesticide Product Label System (PPLS) – Record copy after 1996	Close inactive records at end of fiscal year. Keep most recent data set in office and update every 3 months. Destroy when no longer needed.	1035e
364a(1) N1-412-07-48a(1)	Pesticides	Special Accident Investigations and Case Studies – Record copy – Nonelectronic	Close inactive records upon the completion of the study or investigation. Transfer to the National Archives 30 years after file closure.	1035a
364a(2) N1-412-07-48a(2)	Pesticides	Special Accident Investigations and Case Studies – Record copy – Electronic	Close inactive records upon the completion of the study or investigation. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
364a(3) N1-412-07-48a(3)	Pesticides	Special Accident Investigations and Case Studies – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
365a N1-412-07-50/14a	Pesticides	Reregistration Case Files – Record copy	Close inactive records when registrant data commitments are final, or when product is canceled or suspended. Destroy 15 years after file closure.	1035b
371a(1) N1-412-07-52a(1)	Toxic Substances	TSCA Chemical Inventory File – Record copy – Nonelectronic	Close inactive records annually following the year of submission or other Agency decision. Transfer to the National Archives 20 years after file closure. If microform, destroy paper after quality assurance is completed.	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
371a(2) N1-412-07-52a(2)	Toxic Substances	TSCA Chemical Inventory File -- Record copy -- Electronic	Close inactive records annually following the year of submission or other Agency decision. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
371a(3) N1-412-07-52a(3)	Toxic Substances	TSCA Chemical Inventory File -- Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
372a(1) N1-412-06-26a(1)	Toxic Substances	TSCA Section 8 Information and Reporting Files -- Record copy -- Nonelectronic	Close inactive records annually following the year of submission or other Agency decision. Transfer to the National Archives 30 years after file closure.	1035a
372a(2) N1-412-06-26a(2)	Toxic Substances	TSCA Section 8 Information and Reporting Files -- Record copy -- Electronic	Close inactive records annually following the year of submission or other Agency decision. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
372a(3) N1-412-06-26a(3)	Toxic Substances	TSCA Section 8 Information and Reporting Files -- Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
379a N1-412-07-66/4a	International Affairs	Bilateral Programs File -- Bilateral agreements	Close inactive records upon termination of agreement. Destroy 11 years after file closure.	1035c
379b N1-412-07-66/4b	International Affairs	Bilateral Programs File -- Other records	Close inactive records at end of year. Destroy 6 years after file closure.	1035d
383a N1-412-07-	International Affairs	Ocean Dumping Files -- Record copy	Close inactive records at end of year. Destroy 10 years	1035c

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
66/8a			after file closure.	
411a N1-412-07-58/2a	Water	Accident and Incident Summary Reports – Record copy	Close inactive records at end of year. Destroy 5 years after file closure.	1035d
414a(1) N1-412-07-58/4a(1)	Water	Effluent Guidelines Studies (EFG) – Completed studies – Nonelectronic	Close file when study completed. Transfer to the National Archives in 5 year blocks, 10 years after file closure.	1035a
414a(2) N1-412-07-58/4a(2)	Water	Effluent Guidelines Studies – Completed studies – Electronic	Close file when study completed. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
414a(3) N1-412-07-58/4a(3)	Water	Effluent Guidelines Studies – Completed studies – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
414b N1-412-07-58/4b	Water	Effluent Guidelines Studies – Supporting documentation	Close file when study completed. Destroy 10 years after file closure.	1035c
428a(1) N1-412-07-58/6a(1)	Water	Annual Report – Fish Kills – Record copy – Nonelectronic	Close file upon publication of report. Transfer to the National Archives 20 years after file closure.	1035a
428a(2) N1-412-07-58/6a(2)	Water	Annual Report – Fish Kills – Record copy – Electronic	Close file upon publication of report. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
428a(3) N1-412-07-58/6a(3)	Water	Annual Report – Fish Kills – Record copy – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
449a(1)(a) N1-412-07-58/9a(1)(a)	Water	Alternate Test Procedure Applications –	Close inactive records when 3 years old. Transfer to the National Archives in 10 year	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		Approval of proposed method recommended and proposed method recommended as an acceptable version of a previously approved method – Nonelectronic	blocks 20 years after file closure.	
449a(1)(b) N1-412-07-58/9a(1)(b)	Water	Alternate Test Procedure Applications – Approval of proposed method recommended and proposed method recommended as an acceptable version of a previously approved method – Electronic	Close inactive records when 3 years old. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
449a(1)(c) N1-412-07-58/9a(1)(c)	Water	Alternate Test Procedure Applications – Approval of proposed method recommended and proposed method recommended as an acceptable version of a previously approved method – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
449a(2) N1-412-07-58/9a(2)	Water	Alternate Test Procedure Applications – Disapproval of proposed method recommended	Close inactive records when 3 years old. Destroy records 7 years after file closure.	1035c
449a(3) N1-412-07-58/9a(3)	Water	Alternate Test Procedure Applications – Application defaulted by applicant	Close inactive records when 3 years old. Destroy after file closure.	1035d
449a(4) N1-412-07-58/9a(4)	Water	Alternate Test Procedure Applications –	Close inactive records when 3 years old. Destroy after file closure.	1035d

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		Application not within EPA jurisdiction (parameter not regulated)		
449b N1-412-07-58/9b	Water	Alternate Test Procedures Applications – Non-radionuclide methods developed for limited use in NPDWR monitoring	Close inactive records when superseded. Destroy after file closure.	1035e
449c N1-412-07-58/9c	Water	Alternate Test Procedures Applications – Master list of approved alternative test procedures for NPDES and NPDWR generated every six months	Close inactive records when superseded. Destroy after file closure.	1035e
451a(1) N1-412-07-71/1a(1)	Research and Development	Environmental Process and Effects Research Program Files – Record copy – Nonelectronic	Close inactive records at end of year. Transfer to the National Archives 10 years after file closure.	1035a
451a(2) N1-412-07-71/1a(2)	Research and Development	Environmental Process and Effects Research Program Files – Record copy – Electronic	Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
451a(3) N1-412-07-71/1a(3)	Research and Development	Environmental Process and Effects Research Program Files – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
452a(1) N1-412-07-71/2a(1)	Research and Development	Environmental Engineering and Technology Program Files – Record copy – Nonelectronic	Close inactive records at end of year. Transfer to the National Archives 10 years after file closure.	1035a
452a(2) N1-412-07-71/2a(2)	Research and Development	Environmental Engineering and Technology Program Files – Record copy –	Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		Electronic	related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	
452a(3) N1-412-07-71/2a(3)	Research and Development	Environmental Engineering and Technology Program Files – Record copy – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
453a(1) N1-412-07-71/3a(1)	Research and Development	Acid Deposition, Environmental Monitoring, and Quality Assurance Program Files – Record copy – Nonelectronic	Close inactive records at end of year. Transfer to the National Archives 10 years after file closure.	1035a
453a(2) N1-412-07-71/3a(2)	Research and Development	Acid Deposition, Environmental Monitoring, and Quality Assurance Program Files – Record copy – Electronic	Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
453a(3) N1-412-07-71/3a(3)	Research and Development	Acid Deposition, Environmental Monitoring, and Quality Assurance Program Files – Record copy – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
454a(1) N1-412-07-71/4a(1)	Research and Development	Health Research Program Files – Record copy – Nonelectronic	Close inactive records at end of year. Transfer to the National Archives 10 years after file break.	1035a
454a(2) N1-412-07-71/4a(2)	Research and Development	Health Research Program Files – Record copy – Electronic	Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
			1235.50 or standards applicable at the time.	
454a(3) N1-412-07-71/4a(3)	Research and Development	Health Research Program Files – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
455a(1) N1-412-07-71/5a(1)	Research and Development	Health and Environmental Assessment Program Files – Record copy – Nonelectronic	Close inactive records at end of year. Transfer to the National Archives in 5 year blocks 30 years after file closure.	1035a
455a(2) N1-412-07-71/5a(2)	Research and Development	Health and Environmental Assessment Program Files – Record copy – Electronic	Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
455a(3) N1-412-07-71/5a(3)	Research and Development	Health and Environmental Assessment Program Files – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
458a N1-412-07-71/7a	Research and Development	Water Supply Laboratory Certification Program Files – Record copy	Close inactive records upon completion of project. Destroy 3 years after file closure.	1035d
460a(1) N1-412-07-71/8a(1)	Research and Development	Integrated Risk Information System (IRIS) Documentation Files – IRIS complete decision files consisting of case files for those chemicals listed in IRIS – Nonelectronic	Close inactive records when individual chemical assessment is re-accomplished. Transfer to the National Archives 20 years after file closure.	1035a
460a(2) N1-412-07-71/8a(2)	Research and Development	Integrated Risk Information System (IRIS) Documentation Files – IRIS complete decision files consisting of case	Close inactive records when individual chemical assessment is re-accomplished. Transfer to the National Archives 5 years after file closure, with any related documentation	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		files for those chemicals listed in IRIS – Electronic	and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	
460a(3) N1-412-07-71/8a(3)	Research and Development	Integrated Risk Information System (IRIS) Documentation Files – IRIS complete decision files consisting of case files for those chemicals listed in IRIS – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
460b N1-412-07-71/8b	Research and Development	Integrated Risk Information System (IRIS) Documentation Files – Full sets of RfD/RfC and CRAVE files (prior to 1995)	Close file when program discontinued. Destroy after file closure.	1035e
460c N1-412-07-71/8c	Research and Development	Integrated Risk Information System (IRIS) Documentation Files – Non-decisional file reference and background records	Close inactive records at end of year. Destroy after file closure.	1035e
460d N1-412-07-71/8d	Research and Development	Integrated Risk Information System (IRIS) Documentation Files – Submissions from the public	Close inactive records 4 years after receipt of material. Destroy 20 years after file closure.	1035b
461a N1-412-07-2/12a	All Programs	International Activities and Agreements – Routine activities and agreements	Close inactive records upon termination of agreement or at end of year. Destroy 6 years after file closure.	1035d
461b(1) N1-412-07-2/12b(1)	All Programs	International Activities and Agreements – Significant activities and agreements – Nonelectronic	Close inactive records upon termination of agreement or at end of year. Transfer to the National Archives 20 years after file closure.	1035a
461b(2) N1-412-07-	All Programs	International Activities and	Close inactive records upon termination of agreement or	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
2/12b(2)		Agreements – Significant activities and agreements – Electronic	at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	
461b(3) N1-412-07-2/12b(3)	All Programs	International Activities and Agreements – Significant activities and agreements – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic copy is successfully transferred to the National Archives.	1035 guidance 008a
464a N1-412-07-60/4a	Radiation	Certification of Waste Isolation Pilot Plant (WIPP) – Record copy	Close inactive records at end of 5 year certification period. Destroy 10 years after file closure.	1035c
472a(1) N1-412-07-71/9a(1)	Research and Development Laboratories	Source Data Files Relating to In-House Radiological Research Projects – Scientific data needed for continued research purposes – Nonelectronic	Close inactive records upon completion of research project. Transfer to the National Archives 30 years from file closure.	1035a
472a(2) N1-412-07-71/9a(2)	Research and Development Laboratories	Source Data Files Relating to In-House Radiological Research Projects – Scientific data needed for continued research purposes – Electronic	Close inactive records upon completion of research project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
472a(3) N1-412-07-71/9a(3)	Research and Development Laboratories	Source Data Files Relating to In-House Radiological Research Projects – Scientific data needed for continued research purposes – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
472b N1-412-07-71/9b	Research and Development Laboratories	Source Data Files Relating to In-House Radiological Research Projects – Other data files	Destroy upon completion of research project or sooner if no longer needed for research purposes.	1035e
482a N1-412-07-59/7a	Air	Certification Records – Record copy	Close inactive records 1 year after certification action has been completed for the model year. Destroy 20 years after file closure.	1035b
483a N1-412-07-59/8a	Air	Ann Arbor Recall and In-Use Testing Records – Record copy	Close inactive records at end of year. Destroy 10 years after file closure.	1035c
484a N1-412-07-59/9a	Air	Data records – Record copy	Close inactive records at end of year. Destroy 10 years after file closure.	1035c
489a N1-412-07-60/5a	Radiation	Advanced Technology Problem Area Projects Files – Record copy	Close inactive records upon completion of project. Destroy 5 years after file closure.	1035d
490a N1-412-07-60/6a	Radiation	Emergency Planning Program for Radiological Incidents – Record copy	Close inactive records every 2 years. Destroy 7 years after file closure.	1035c
491a N1-412-07-60/7a	Radiation	Protective Action Planning Manual – Work Files – Record copy	Destroy outdated material every 3 years.	1035d
492a N1-412-08-14a	All Programs, with exceptions	Collections of Laboratory Standard Operating Procedures (SOPs) – Record copy	Close inactive records at approval, or last amendment, or last review, or other appropriate milestone. Destroy 10 years after file closure.	1035c
498a N1-412-07-59/11a	Air	Emission Factors Program (EFP) Test Records – Record copy	Close inactive records upon completion of test. Destroy 1 year after file closure.	1035e
501a(1) N1-412-07-71/11a(1)	Research and Development Laboratories	Applied and Directed Scientific Research – Project files – Nonelectronic	Close inactive records upon completion of project. Transfer to the National Archives 20 years after file closure.	1035a
501a(2) N1-412-07-71/11a(2)	Research and Development Laboratories	Applied and Directed Scientific Research – Project files – Electronic	Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
			documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	
501a(3) N1-412-07-71/11a(3)	Research and Development Laboratories	Applied and Directed Scientific Research – Project files – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
501b N1-412-07-71/11b	Research and Development Laboratories	Applied and Directed Scientific Research – Project workpapers and administrative correspondence	Close inactive records upon completion of project. Destroy 3 years after file closure.	1035d
501c N1-412-07-71/11c	Research and Development Laboratories	Applied and Directed Scientific Research – Maintenance and calibration and inspection of equipment	Close inactive records upon completion of project. Destroy 5 years after file closure.	1035d
502a N1-412-07-71/12a	Research and Development Laboratories	Instrument Logbooks – Record copy	Close when notebook or log is complete. Destroy 5 years after file closure.	1035d
503a N1-412-07-71/13a	Research and Development Laboratories	Scientific Research Project Files Related to Basic, Exploratory Research – Project files	Close inactive records upon completion of project. Destroy 20 years after file closure.	1035b
503b N1-412-07-71/13b	Research and Development Laboratories	Scientific Research Project Files Related to Basic, Exploratory Research – Maintenance and calibration and inspection of equipment	Close inactive records upon completion of project. Destroy 5 years after file closure.	1035d
504a N1-412-07-71/14a	Research and Development Laboratories	Research Project Logbooks or Index Records – Project status lists	Destroy when superseded or obsolete.	1035e
504b N1-412-07-71/14b	Research and Development Laboratories	Research Project Logbooks or Index Records – Project logbooks	Close inactive records at end of year. Destroy 2 years after file closure.	1035d
506a N1-412-07-71/15a	Research and Development Laboratories	Summary Research Projects Status Reports – Record	Close inactive records at end of fiscal year. Destroy 3 years after file closure.	1035d

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		copy		
507a(1) N1-412-07-71/16a(1)	Research and Development Laboratories	Criteria and Health Assessment Documents and Risk Assessment Guidelines – Air quality and water quality documents – Nonelectronic	Close inactive records upon completion of project. Transfer to the National Archives in 5 year blocks 30 years after file closure.	1035a
507a(2) N1-412-07-71/16a(2)	Research and Development Laboratories	Criteria and Health Assessment Documents and Risk Assessment Guidelines – Air quality and water quality documents – Electronic	Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
507a(3) N1-412-07-71/16a(3)	Research and Development Laboratories	Criteria and Health Assessment Documents and Risk Assessment Guidelines – Air quality and water quality documents – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic copy is successfully transferred to the National Archives.	1035 guidance 008a
507b(1) N1-412-07-71/16b(1)	Research and Development Laboratories	Criteria and Health Assessment Documents and Risk Assessment Guidelines – Air quality criteria documents – Nonelectronic	Close when 5 years old or when the Criteria Document is developed. Transfer to the National Archives in 5 year blocks 25 years after file closure.	1035a
507b(2) N1-412-07-71/16b(2)	Research and Development Laboratories	Criteria and Health Assessment Documents and Risk Assessment Guidelines – Air quality criteria documents – Electronic	Close when 5 years old or when the Criteria Document is developed. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
507b(3) N1-412-07-	Research and Development	Criteria and Health Assessment	Close file upon transfer to the National Archives. Delete	1035 guidance

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
71/16b(3)	Laboratories	Documents and Risk Assessment Guidelines – Air quality criteria documents – Electronic copy of records transferred to the National Archives	after electronic record copy is successfully transferred to the National Archives.	008a
507c(1) N1-412-07-71/16c(1)	Research and Development Laboratories	Criteria and Health Assessment Documents and Risk Assessment Guidelines – Water quality criteria documents – Nonelectronic	Close when 5 years old or when the Criteria Document is developed. Transfer to the National Archives in 5 year blocks 25 years after file closure.	1035a
507c(2) N1-412-07-71/16c(2)	Research and Development Laboratories	Criteria and Health Assessment Documents and Risk Assessment Guidelines – Water quality criteria documents – Electronic	Close when 5 years old or when the Criteria Document is developed. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
507c(3) N1-412-07-71/16c(3)	Research and Development Laboratories	Criteria and Health Assessment Documents and Risk Assessment Guidelines – Water quality criteria documents – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
514a(1) N1-412-07-58/10a(1)	Water	404 Program File – Record copy – Nonelectronic	Close inactive records at end of 2 years. Transfer to the National Archives in 5 year blocks 20 years after file closure.	1035a
514a(2) N1-412-07-58/10a(2)	Water	404 Program File – Record copy – Electronic	Close inactive records at end of 2 years. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-	1035a

Crosswalk for schedule 1035
November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
			1235.50 or standards applicable at the time.	
514a(3) N1-412-07-58/10a(3)	Water	404 Program File – Electronic copy of records transferred to the National Archives	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a
739a N1-412-07-57a	Science Coordination and Policy	OCSPP Scientific Project files – Study formulation and approval	Close inactive records upon completion of project. Destroy 20 years after file closure.	1035b
739b N1-412-07-57b	Science Coordination and Policy	OCSPP Scientific Project Files – Equipment maintenance, calibration, and inspection	Close inactive records upon completion of project. Destroy 5 years after file closure.	1035d
741a(1) N1-412-08-5a(1)	Water	Laboratory Approval and Analytical Method Development Supporting Direct Implementation of Drinking Water Regulations – Lab approval program and method development – Nonelectronic	Close inactive records upon completion of regulatory implementation. Transfer to the National Archives 20 years after file closure.	1035a
741a(2) N1-412-08-5a(2)	Water	Laboratory Approval and Analytical Method Development Supporting Direct Implementation of Drinking Water Regulations – Lab approval program and method development – Electronic	Close inactive records upon completion of regulatory implementation. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.	1035a
741a(3) N1-412-08-5a(3)	Water	Laboratory Approval and Analytical Method Development Supporting Direct Implementation of Drinking Water Regulations – Lab approval program and method development – Electronic copy of	Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	1035 guidance 008a

Crosswalk for schedule 1035
 November 12, 2013

Previous Schedule	Program / Office	Previous Title	Previous Retention	New Schedule
		records transferred to the National Archives		
741b N1-412-08-5b	Water	Laboratory Approval and Analytical Method Development Supporting Direct Implementation of Drinking Water Regulations – Project workpapers and administrative correspondence	Close inactive records upon completion of project. Destroy 6 years after file closure.	1035d