

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0412-2015-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0412-2015-0001
Schedule Status Returned Without Action
Agency or Establishment Environmental Protection Agency
Record Group / Scheduling Group Records of the Environmental Protection Agency
Records Schedule applies to Agency-wide
Schedule Subject Superfund Enterprise Management System (SEMS)
Internal agency concurrences will be provided No

Background Information

The Superfund Enterprise Management System (SEMS) is a key EPA asset used to meet responsibilities of federal agencies, Congress, and the public in Superfund site remediation and cleanup, and emergency response support. SEMS addresses the Agency's performance gap for capturing, preserving, and disseminating legislatively mandated Superfund data and records. SEMS is a comprehensive, integrated information system that consolidated numerous Office of Superfund Remediation and Technology Innovation (OSRTI) information systems. SEMS improves information management capabilities by streamlining business processes, incorporating Agency architecture tools to enhance operational effectiveness through system consolidation.

The system maintains and produces information on all aspects of hazardous waste sites from initial discovery to listing on the National Priorities List (NPL). It includes an inventory of sites, planned and actual site activities, financial information, applications, permits, compliance, and institutional controls and audit reports. System input is originated by EPA headquarters and regional offices through direct input, batch data uploads, scanning, and database links with other applications.

SEMS has two Web interfaces: (1) Internal - providing secured online access to Superfund data and records to government employees and contractors; and (2) External - providing selected records to the EPA's public website. These include Administrative Records and other site records.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
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Records Schedule. DAA-0412-2015-0001

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GAO Approval

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Records Schedule: **DAA-0412-2015-0001**

Outline of Records Schedule Items for DAA-0412-2015-0001

Sequence Number	
1	Electronic data Disposition Authority Number: DAA-0412-2015-0001-0001
2	Web content - unique Disposition Authority Number: DAA-0412-2015-0001-0002

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Records Schedule: DAA-0412-2015-0001

Records Schedule Items

Sequence Number						
1	Electronic data					
	Disposition Authority Number	DAA-0412-2015-0001-0001				
	Final Disposition	Permanent				
	Item Status	Withdrawn				
	Is this item media neutral?	No				
	Explanation of limitation	Records are in electronic format only.				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	Yes				
	WITHDRAWN					
	<table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>EPA 0755 item a</td><td></td></tr></tbody></table>	Manual Citation	Manual Title	EPA 0755 item a		
Manual Citation	Manual Title					
EPA 0755 item a						
	Disposition Instruction					
	Cutoff Instruction	Close when program is discontinued or system is terminated.				
	Transfer to the National Archives for Accessioning	While system is in operation, transfer a copy of the data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time, to the National Archives prior to migration to a new system version with major changes (e.g., V2.0 to V3.0), or every 10 years, whichever occurs first. Transfer final data to the National Archives 6 months after system is closed.				
	Additional Information					
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown				
	How frequently will your agency transfer these records to the National Archives?	Every 10 Years				

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Records Schedule: DAA-0412-2015-0001

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Web content - unique

Disposition Authority Number DAA-0412-2015-0001-0002

This item includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots, when the record copy is not captured elsewhere.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? No

Explanation of limitation Records are in electronic format only.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

WITHDRAWN

Manual Citation	Manual Title
EPA 0755 item b	

Disposition Instruction

Retention Period Follow the disposition instructions for the applicable records schedule. If not covered by existing schedules, contact the EPA National Records Management Program.

Additional Information

GAO Approval Not Required

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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
10/03/2014	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
08/25/2015	Return Without Action	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services

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