

Request for Records Disposition Authority

Records Schedule Number DAA-0412-2015-0004

Schedule Status Approved

Agency or Establishment Environmental Protection Agency

Record Group / Scheduling Group Records of the Environmental Protection Agency

Records Schedule applies to Major Subdivision

Major Subdivision Toxic Substances

Schedule Subject Chemical Information System (CIS)

Internal agency concurrences will be provided No

Background Information

The Chemical Information System (CIS) is a centralized data system that captures documents submitted under the Toxic Substances Control Act (TSCA), as amended, and documents decisions associated with the review and acceptance or rejection of those submissions. Information is entered into the system by: (1) industries using electronic reporting tools; (2) EPA Confidential Business Information Center (CBIC) contractors who capture information from paper submissions; (3) members of the Records and Docket Management Branch (RDMB) who participate in the prescreening acceptance or rejection of the submissions; and (4) scientists within the program office who participate in the prescreening and review of submissions.

The system is Oracle based and has a Documentum repository. It contains a search tool that allows users to search on a wide variety of items such as submission types, date ranges, chemical IDs, and company names. The system was activated in 2013 and the fielded data contained within the system dates back to the 1970s. The system contains both confidential business information (CBI) and non-CBI information.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0412-2015-0004

Sequence Number	
1	Electronic data, except import and export records Disposition Authority Number: DAA-0412-2015-0004-0001
2	Electronic data - import and export records for TSCA Section 12(b) and Section 13 submissions Disposition Authority Number: DAA-0412-2015-0004-0002

Records Schedule Items

Sequence Number						
1	Electronic data, except import and export records					
	Disposition Authority Number	DAA-0412-2015-0004-0001				
	Final Disposition	Permanent				
	Item Status	Active				
	Is this item media neutral?	No				
	Explanation of limitation	Data and documents are either submitted electronically or scanned into the system.				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	Yes				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>EPA 0758 item a</td> <td></td> </tr> </table>		Manual Citation	Manual Title	EPA 0758 item a	
Manual Citation	Manual Title					
EPA 0758 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 every 5 years. 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 5 Years				

2

Electronic data - import and export records for TSCA Section 12(b) and Section 13 submissions

Disposition Authority Number **DAA-0412-2015-0004-0002**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Data and documents are either submitted electronically or scanned into the system.**

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 0758 item b	

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**

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
08/19/2015	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
03/28/2016	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
03/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/30/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/31/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist