

Request for Records Disposition Authority

Records Schedule Number DAA-0412-2016-0001
Schedule Status Approved

Agency or Establishment Environmental Protection Agency
Record Group / Scheduling Group Records of the Environmental Protection Agency
Records Schedule applies to Major Subdivision
Major Subdivision Water
Schedule Subject Underground Injection Control Program Summary System (UIC PSS)
Internal agency concurrences will be provided No

Background Information Contains summary reports of individual injection well activities conducted by Underground Injection Control (UIC) primacy programs. The summary information is used by EPA for the monitoring and enforcement of the UIC portion of the Safe Drinking Water Act (SDWA). EPA's monitoring and enforcement are primarily achieved through initial, bi-annual, and annual reporting requirements. EPA uses a set of standardized forms, EPA form 7520-1 through 7520-4 (7520 forms) to collect and maintain UIC information.

The following procedures for records workflow and custodianship are documented in "Underground Injection Control: Procedures for 7520 Reporting," available from the Office of Ground Water and Drinking Water.

States with primary enforcement authority (primacy) submit 7520 forms and annual well inventory by e-reporting via the UIC National Database or in paper or by scan to EPA Regions. Regions maintain the 7520 forms by primacy state agency.

Regions with direct primacy responsibilities submit 7520 forms by e-reporting via the UIC National Database or in paper or by scan to EPA Headquarters (HQ).

The 7520 forms summarize activities conducted by all UIC programs. The annual well inventory counts the number of wells by well class as of September 30 of each fiscal year.

HQ maintains e-reported well specific information in an oracle database called the UIC National Database, covered by EPA 0754.

Regions submit scanned copies of state paper forms to HQ which maintains them as the National 7520 Compilation.

HQ also maintains the summary information from the scanned 7520 forms and the e-reported data on a PC-based system called the UIC Program Summary System (UIC PSS).

The 7520 forms summaries represent the minimum information necessary to achieve the Agency's goals and satisfy regulatory requirements (e.g., permits, compliance and enforcement, inspection and mechanical integrity testing). Annual inventory is submitted separately and maintained in HQ.

Item Count

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

GAO Approval

Outline of Records Schedule Items for DAA-0412-2016-0001

Sequence Number	
1	Electronic data Disposition Authority Number: DAA-0412-2016-0001-0001

Records Schedule Items

Sequence Number						
1	Electronic data					
	Disposition Authority Number	DAA-0412-2016-0001-0001				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	No				
	Explanation of limitation	Records consist of electronic data.				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	Yes				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>EPA 0432 item c</td> <td></td> </tr> </table>		Manual Citation	Manual Title	EPA 0432 item c	
Manual Citation	Manual Title					
EPA 0432 item c						
	GRS or Superseded Authority Citation	N1-412-95-4/4				
	Disposition Instruction					
	Cutoff Instruction	Close when end of fiscal year occurs and when no longer needed for current Agency business.				
	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
04/18/2016	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
06/20/2016	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/22/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist