

REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NUMBER *N 1-412-00-1*

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED *12/06/99*

1. FROM (Agency or establishment)
Environmental Protection Agency

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER
Rachel VanWingen

5. TELEPHONE
(202) 260-9709

DATE
11-13-00

ARCHIVIST OF THE UNITED STATES
J. W. Paul

6. 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 on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE
11/23/99

SIGNATURE OF AGENCY REPRESENTATIVE
Rachel VanWingen
Rachel VanWingen

TITLE
Records Officer

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>See attached EPA Records Control Schedule</p> <p>098</p> <p><i>Agency NAME NR</i></p>		

EPA Records Schedule 098

Status: Final, 02/13/2007

Title: Envirofacts

Program: Environmental Information

Applicability: Agency-wide

Function: 305-109-02-04 - Provide Public Information, Education and Outreach

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-00-1

Description:

The Envirofacts system provides access to EPA program data and EPA program systems data. There are two aspects to the system. The data base pulls together data from other EPA systems (e.g., PCS, TRI, BRS) to allow for cross media analyses of program information. The geographic information system allows data to be mapped geographically. Updated monthly.

Disposition Instructions:

Item a: Software program

- **Disposable**
- Delete when superseded by routine software updates or when no longer needed.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

- **Disposable**
- Delete data when superseded by next scheduled update.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- **Disposable**
- Close when superseded or obsolete.
- Destroy when 10 years old.

Guidance:

The Information Access Division of the Office of Environmental Information is responsible for implementing the disposition. The offices responsible for the individual systems from which Envirofacts data are retrieved are responsible for the disposition of their data under their specific schedules:

- EPA 002 - National Emissions Trends (NET)
- EPA 047 - System for Risk Management Plans (SRMP)
- EPA 050 - Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS)
- EPA 058 - Federal Facilities Information System (FFIS)
- EPA 153 - Toxic Release Inventory System (TRI)
- EPA 251 - Biennial Reporting System (BRS)
- EPA 252 - Resource Conservation and Recovery Information System (RCRIS)
- EPA 413 - Safe Drinking Water Information System (SDWIS)
- EPA 419 - Permit Compliance System (PCS)
- EPA 496 - Aerometric Information Retrieval System (AIRS)
- EPA 575 - Grants Information and Control System (GICS)

Reasons for Disposition:

Envirofacts is an enterprise data repository from various Agency data systems. Using a Web interface, Envirofacts is available through the Envirofacts Warehouse. This system documents the location of various pollution sources and is a key tool for cross media analysis. As part of the Agency's basic GIS framework, it documents the location of various pollution sources for GIS work. It promotes data sharing and data integration across the Agency as well as public access to Agency information. Data used in specific applications are included with those applications.

Custodians:

Office of Environmental Information, Information Access Division

- **Contact:** David Catlin
- **Telephone:** 202-260-3069

Related Schedules:

EPA 002, EPA 047, EPA 050, EPA 058, EPA 153, EPA 171, EPA 251, EPA 252, EPA 413, EPA 419,

EPA 496, EPA 575

Previous NARA Disposal Authority:

Entry: 08/09/1995

EPA Approval: 11/14/1995

NARA Approval: 11/13/2000

DRAFT OF 6/26/00

U.S. EPA RECORDS SCHEDULE

*Superseded
by version of 2/3/2007*

1) SERIES TITLE: Envirofacts

PROGRAM: Environmental Information

EPA SERIES NO: 098

AGENCY FILE CODE: INFO 098

NARA DISPOSAL AUTHORITY: N1-412-00-1
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: The Envirofacts system provides access to EPA program data and EPA program systems data. There are two aspects to the system. The data base pulls together data from other EPA systems (e.g., PCS, TRIS, BRS) to allow for cross media analyses of program information. The geographic information system allows data to be mapped geographically.

ARRANGEMENT: Not applicable.

TYPE OF RECORDS:
Software, data files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Public awareness and program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 098

DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

a. Software program: Disposable No

~~b. Input: Disposable No~~

Previous authority still applies.
JMB 6/26/00.

c. Electronic data: Disposable No

~~d. Output and reports: Dependent on related records~~

e. Supporting documentation:

Disposable Yes

FILE BREAK INSTRUCTIONS:

a. Break file when superseded by routine software updates or system is terminated.

b. Break file according to instructions for EPA 171 - Input/Source Records.

c. Break file when superseded.

d. See file break instructions for related records.

e. Break file when superseded.

DISPOSITION INSTRUCTIONS:

a. Delete when superseded by routine software updates or when no longer needed.

~~b. Follow instructions for EPA 171 - Input/Source Records.~~

Previous authority still applies.
JMB 6/26/00.

c. Delete data when superseded by next scheduled update.

~~d. Follow disposition instructions for related records.~~

e. Keep inactive materials in office at least 1 year after completion of phase in system life cycle, then retire to FRC. Destroy when 10 years old.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Envirofacts is an enterprise data repository from various Agency data systems. Using a web interface, Envirofacts is available through the Envirofacts Warehouse. This system documents the location of various pollution sources and is a key tool for cross media analysis. As part of the Agency's basic GIS framework, it documents the location of various pollution sources for GIS work. It promotes data sharing and data integration across the Agency as well as public access to Agency information. Data used in specific applications are included with those applications.

AGENCY-WIDE GUIDANCE: The Information Access Division of the Office of Environmental Information is responsible for implementing the disposition. The offices responsible for the individual systems from which Envirofacts data are retrieved are responsible for the disposition of their data under their

EPA SERIES NO. 098

specific schedules:

- EPA 002 - National Emissions Trends (NET)
- EPA 047 - System for Risk Management Plans (SRMP)
- EPA 050 - Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS)
- EPA 251 - Biennial Reporting System (BRS)
- EPA 252 - Resource Conservation and Recovery Information System (RCRIS)
- EPA 272 - Toxic Chemical Release Inventory System (TRIS)
- EPA 413 - Safe Drinking Water Information System (SDWIS)
- EPA 419 - Permit Compliance System (PCS)
- EPA 496 - Aerometric Information Retrieval System (AIRS)
- EPA 575 - Grants Information & Control System (GICS)

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

CONTACT POINT:

Name: Environmental Information

Name: David Catlin

Location:

Mail Code: 3408

Inclusive Dates:

Telephone: 202-260-3069

Volume on Hand (Feet):

Office: Information Access Division

Annual Accumulation:
(feet or inches)

Room: 809MFM

CONTROL INFORMATION:

RELATED ITEMS: EPA 002, EPA 047, EPA 050, EPA 058, EPA 171, EPA 251, EPA 252, EPA 272, EPA 413, EPA 419, EPA 496, EPA 575

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
11/14/95		8/9/95	6/26/00

DRAFT OF 6/9/00

U.S. EPA RECORDS SCHEDULE

1) **SERIES TITLE:** Envirofacts

PROGRAM: Environmental Information

EPA SERIES NO: 098

AGENCY FILE CODE: INFO 098

NARA DISPOSAL AUTHORITY: N1-412-00-1
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: The Envirofacts system provides access to EPA program data and EPA program systems data. There are two aspects to the system. The data base pulls together data from other EPA systems (e.g., PCS, TRIS, BRS) to allow for cross media analyses of program information. The geographic information system allows data to be mapped geographically.

ARRANGEMENT: Not applicable.

TYPE OF RECORDS:
Software, data files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Public awareness and program operations

SPECIFIC LEGAL REQUIREMENTS:
None

*Superseded
by schedule
dated
6/26/00.
JMB
6/26/00.*

ERA SERIES NO. 098

DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

- | | |
|--|-----|
| a. Software program: Disposable | No |
| b. Input: Disposable | No |
| c. Electronic data: Disposable | No |
| d. Supporting documentation:
Disposable | Yes |

FILE BREAK INSTRUCTIONS:

- a. Break file when superseded by routine software updates or system is terminated.
- b. Break file according to instructions for EPA 171 - Input/Source Records.
- c and d. Break file when superseded.

DISPOSITION INSTRUCTIONS:

- a. Delete when superseded by routine software updates or when no longer needed.
- b. Follow instructions for EPA 171 - Input/Source Records.
- c. Delete data when superseded by next scheduled update.
- d. Keep inactive materials in office at least 1 year after completion of phase in system life cycle, then retire to FRC. Destroy when 10 years old.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Envirofacts is an enterprise data repository from various Agency data systems. Using a web interface, Envirofacts is available through the Envirofacts Warehouse. This system documents the location of various pollution sources and is a key tool for cross media analysis. As part of the Agency's basic GIS framework, it documents the location of various pollution sources for GIS work. It promotes data sharing and data integration across the Agency as well as public access to Agency information. Data used in specific applications are included with those applications.

AGENCY-WIDE GUIDANCE: The Information Access Division of the Office of Environmental Information is responsible for implementing the disposition. The offices responsible for the individual systems from which Envirofacts data are retrieved are responsible for the disposition of their data under their specific schedules:

- EPA 002 - National Emissions Trends (NET)
- EPA 047 - System for Risk Management Plans (SRMP)
- EPA 050 - Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS)
- EPA 251 - Biennial Reporting System (BRS)
- EPA 252 - Resource Conservation and Recovery Information System (RCRIS)

EPA SERIES NO. 098

EPA 272 - Toxic Chemical Release Inventory System (TRIS)
EPA 413 - Safe Drinking Water Information System (SDWIS)
EPA 419 - Permit Compliance System (PCS)
EPA 496 - Aerometric Information Retrieval System (AIRS)
EPA 575 - Grants Information & Control System (GICS)

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Environmental Information

Location:

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: David Catlin

Mail Code: 3408

Telephone: 202-260-3069

Office: Information Access Division

Room: 809NEM

CONTROL INFORMATION:

RELATED ITEMS: EPA 002, EPA 047, EPA 050, EPA 058, EPA 171, EPA 251, EPA 252,
EPA 272, EPA 413, EPA 419, EPA 496, EPA 575

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
11/14/95		8/9/95	6/9/00

DRAFT OF 5/15/00

U.S. EPA RECORDS SCHEDULE

1) **SERIES TITLE:** Envirofacts

PROGRAM: Environmental Information

EPA SERIES NO: 098

AGENCY FILE CODE: IRMT 098

NARA DISPOSAL AUTHORITY: N1-412-00-1
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: The Envirofacts system provides access to EPA program data and EPA program systems data. There are two aspects to the system. The data base pulls together data from other EPA systems (e.g., PCS, TRI, DOCKET, FINDS) to allow for cross media analyses of program information. The geographic information system allows data to be mapped geographically. Updated monthly.

ARRANGEMENT: Not applicable.

TYPE OF RECORDS:
Software, data files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Public awareness and program operations

SPECIFIC LEGAL REQUIREMENTS:
None

Superseded by
Schedule dated
6/9/00.
JNB
6/13/00.

DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

- | | |
|--|-----|
| a. Software program: Disposable | No |
| b. Input: Disposable | No |
| c. Electronic data: Disposable | No |
| d. Supporting documentation:
Disposable | Yes |

FILE BREAK INSTRUCTIONS:

- a. Break file when superseded by routine software updates or system is terminated.
- b. Break file according to instructions for EPA 171 - Input/Source Records.
- c and d. Break file when superseded.

DISPOSITION INSTRUCTIONS:

- a. Delete when superseded by routine software updates or when no longer needed.
- b. Follow instructions for EPA 171 - Input/Source Records.
- c. Delete when no longer needed.
- d. Keep inactive materials in office at least 1 year after completion of phase in system life cycle, then retire to FRC. Destroy when 10 years old.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Envirofacts is an enterprise data repository from ten Agency data systems. Using a web interface, Envirofacts is available through the Envirofacts Warehouse. This system documents the location of various pollution sources and is a key tool for cross media analysis. As part of the Agency's basic GIS framework, it documents the location of various pollution sources for GIS work. It promotes data sharing and data integration across the Agency as well as public access to Agency information. Data used in specific applications are included with those applications.

AGENCY-WIDE GUIDANCE: The Information Access Division of the Office of Environmental Information is responsible for implementing the disposition. The offices responsible for the individual systems from which Envirofacts data are retrieved are responsible for the disposition of their data under their specific schedules:

- EPA 002 - National Emissions Trends (NET)
- EPA 047 - System for Risk Management Plans (SRMP)
- EPA 050 - Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS)
- EPA 058 - Federal Facilities Information System (FFIS)
- EPA 224 - Toxic Chemical Release Files

EPA SERIES NO. 098

- EPA 251 - Biennial Reporting System (BRS)
- EPA 252 - Resource Conservation and Recovery Information System (RCRIS)
- EPA 413 - Safe Drinking Water Information System (SDWIS)
- EPA 496 - Aerometric Information Retrieval System (AIRS)
- EPA 575 - Grants Information & Control System (GICS)

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Environmental Information

Location:

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: David Catlin

Mail Code: 3408

Telephone: 202-260-3069

Office: Information Access Division

Room: 809NEM

CONTROL INFORMATION:

RELATED ITEMS: EPA 002, EPA 047, EPA 050, EPA 058, EPA 171, EPA 224, EPA 251, EPA 252, EPA 413, EPA 496, EPA 575

**PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:**

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
11/14/95		8/9/95	5/15/00

DRAFT OF 2/17/99

U.S. EPA RECORDS SCHEDULE

1) SERIES TITLE: Envirofacts

PROGRAM: All Programs

EPA SERIES NO: 098

AGENCY FILE CODE: IRMT 098

NARA DISPOSAL AUTHORITY: N1-412-99-1/2
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: The Envirofacts system provides access to EPA program data and EPA program systems data. There are two aspects to the system. The data base pulls together data from other EPA systems (e.g., PCS, TRI, DOCKET, FINDS) to allow for cross media analyses of program information. The geographic information system allows data to be mapped geographically. Updated monthly.

ARRANGEMENT:

TYPE OF RECORDS:
Software, data files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

Superseded by
Schedule dated
5/15/00.
LNB
5/22/00.

EPA SERIES NO. 098

DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

a. Software program:	Disposable	No
b(1). Developmental data:	Disposable	No
(2). Production data:	Permanent	No
c. Supporting documentation:	Permanent	Yes

DRAFT

FILE BREAK INSTRUCTIONS: Break file when superseded.

DISPOSITION INSTRUCTIONS:

- a. Delete when superseded by routine software updates or when no longer needed.
- b(1). Maintain data sets 7 years, then delete.
 - (2). Transfer data sets to the National Archives annually as specified in 36 CFR 1228.188.
- c. Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.188. This documentation would be transferred along with the electronic data (item b(2)).

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: This system documents the location of various pollution sources and is a key tool for cross media analysis. As part of the Agency's basic GIS framework, it documents the location of various pollution sources for GIS work and has immense secondary research value. It promotes data sharing and data integration across the Agency as well as public access to Agency information. Data used in specific applications are included with those applications.

AGENCY-WIDE GUIDANCE: The Enterprise Information Management Division of the Office of Administration and Resources Management is responsible for implementing the disposition.

Developmental documentation is scheduled in EPA 304 - Systems Documentation. Data used in a specific application in other offices should be destroyed according to the disposition instructions for the related records.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

CONTACT POINT:

EPA SERIES NO. 098

Name: OARM

Name: David Catlin

Location:

Mail Code: 3408

Inclusive Dates:

Telephone: 202-260-3069

Volume on Hand (Feet):

Office: Enterprise Information Management
Division

Annual Accumulation:
(feet or inches)

Room: 1209 NEM

DRAFT

CONTROL INFORMATION:

RELATED ITEMS: EPA 304

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
11/14/95		8/9/95	2/17/99