

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-01-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/24/2020

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 468 (A, B, C, D, and E), Integrated Risk Information System (IRIS)

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1, 460, is superseded by N1-412-07-071.



Records

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EPA Records Schedule 460

Status: Final, 08/31/2008

Title: Integrated Risk Information System (IRIS) Documentation Files

Program: Research and Development

Applicability: Headquarters

Function: 316-258-03 - Human Health Research

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.

- N1-412-07-71/8

Description:

The Integrated Risk Information System (IRIS) documentation contains information related to human health risk assessment. These paper input records are the IRIS program's primary records. IRIS is the Agency's primary vehicle for communication of chronic health hazard information representing EPA consensus positions following comprehensive review by intra-Agency scientists. It is a useful information resource tool that points the user to the underlying human and/or animal data used to support the Agency's opinion. The system contains hazard identification and dose-response risk information for more than 500 chemicals.

Disposition Instructions:

Item a(1): IRIS complete decision files consisting of case files for those chemicals listed in IRIS - Nonelectronic

Includes peer review records, key and difficult-to-find reference material such as unpublished studies, EPA reports, and foreign translations.

- **Permanent**
- Close inactive records when individual chemical assessment is re-accomplished.

- Transfer to the National Archives 20 years after file closure.

Item a(2): IRIS complete decision files consisting of case files for those chemicals listed in IRIS - Electronic

Includes peer review records, key and difficult-to-find reference material such as unpublished studies, EPA reports, and foreign translations.

- **Permanent**
- Close inactive records when individual chemical assessment is re-accomplished.
- Transfer to the National Archives 5 years after file closure, with any related documentation or external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

Item a(3): IRIS complete decision files consisting of case files for those chemicals listed in IRIS - Electronic copy of records transferred to the National Archives

Includes peer review records, key and difficult-to-find reference material such as unpublished studies, EPA reports, and foreign translations.

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

Item b: Full sets of RfD/RfC and CRAVE files (prior to 1995)

Includes work group notes for chemical assessments completed or not completed for IRIS.

- **Disposable**
- Close file when program discontinued
- Destroy after file closure.

Item c: Non-decisional file reference and background records

Includes reference material on chemical assessments where no decision was made, miscellaneous internal correspondence, and former IRIS information on health advisories and regulatory actions, and supplemental data prior to 1997.

- **Disposable**
- Close inactive records at end of year.
- Destroy after file closure.

Item d: Submissions from the public

Includes unsolicited and solicited submissions from the public with information on chemicals for consideration in new or future IRIS assessments.

- **Disposable**
- Close inactive records 4 years after receipt of material
- Destroy 20 years after file closure.

Item e: (Reserved)

Guidance:

Disposition covers only the official record copy of the Office of Research and Development, National Center for Environmental Assessment's Integrated Risk Information System (IRIS) program. The Integrated Risk Information System (IRIS) is scheduled as EPA 468.

Confidential business information, including copies of documents pertaining to chemicals completed or not completed for IRIS (i.e., decisional or non-decisional) are to be returned to the issuing office.

Decision files prior to 1995 include dose/reference concentration (RfD/RfC), and Carcinogen Review and Verification Endeavor (CRAVE) workgroup notes. Decision files from 1995 onward include a decision memo, and summary of Agency consensus review comments and response to those comments.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention has not changed.

The following changes were made in the 01/31/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item e for confidential business information returned to issuing offices was deleted and added to guidance in the 08/31/2006 version.

Item f for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

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Related Schedules:

EPA 468

Previous NARA Disposal Authority:

N1-412-01-1/1

Entry: 05/20/1993

EPA Approval: 08/27/2007

NARA Approval: 06/22/2008

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EPA Records Schedule 468

Status: Final, 10/31/2009

Title: Integrated Risk Information System (IRIS)

Program: Research and Development

Applicability: Agency-wide

Function: 316-258-03 - Human Health Research

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.

- N1-412-01-1/2

Description:

The Integrated Risk Information System (IRIS) database contains summary toxicity information for use in human health risk assessment. IRIS is the Agency's primary vehicle for communication of chronic health hazard information representing EPA consensus positions following comprehensive review by Agency scientists. It is a useful information resource tool that points the user to the underlying human and/or animal data used to support the Agency's opinion. The system contains hazard identification and dose-response risk information for more than 500 chemicals.

IRIS is comprised of three major sections: non-cancer health effects resulting from oral exposure, non-cancer health effects resulting from inhalation exposure, and carcinogenic assessment for both oral and inhalation exposure. It contains full bibliographic citations for each substance file, directing the user to the primary cited studies and pertinent scientific literature. IRIS is accessible to the public as well as EPA staff.

Disposition Instructions:

Item a: Electronic software program

This item is to be used only by the Office of Research and Development, National Center for Environmental Assessment at Headquarters.

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

Item b: Input

- **Varies**
- See EPA 460 - IRIS Documentation Files

Item c: Electronic data

This item is to be used only by the Office of Research and Development, National Center for Environmental Assessment at Headquarters.

- **Permanent**
- Transfer data annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item d: Output and reports

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

Item e: System documentation

This item is to be used only by the Office of Research and Development, National Center for Environmental Assessment at Headquarters.

- **Permanent**
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Documentation is transferred with the electronic data (item c).

Guidance:

IRIS documentation files are scheduled as EPA 460.

Reasons for Disposition:

The following change was made in the 06/30/2008 version:

- Updated contact information.

The following changes were made in the 04/30/2008 version:

- Revised the disposition instructions for item a.
- Added applicability to disposition items a, c and e.
- Revised title of disposition item e.

IRIS was developed in response to a growing demand for consistent chemical substance risk information, representing EPA consensus opinions, for use in decision making and regulatory activities. It is intended to serve as a pointer system to more detailed data contained in supporting scientific

studies. IRIS is available electronically on EPA's Web server, and updated as needed.

Custodians:

Office of Research and Development, National Center for Environmental Assessment

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Related Schedules:

EPA 460

Previous NARA Disposal Authority:

Entry: 03/01/1993

EPA Approval: 10/25/2000

NARA Approval: 10/20/2001