

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1 FROM (Agency or establishment)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Office of Research and Development

3 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Chris O'Donnell, Agency Records Officer

5 TELEPHONE
202-260-1324

LEAVE BLANK (NARA use only)

JOB NUMBER
71-412-01-1

DATE RECEIVED
10-27-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

10-19-01 *John 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 6 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

10/25/00

SIGNATURE OF AGENCY REPRESENTATIVE

Chris O'Donnell

TITLE

Agency Records Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

See attached U.S. EPA Records Schedules 460 and 468.

cc: NWME, NWMW

DRAFT OF 7/19/01

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Integrated Risk Information System (IRIS) Documentation Files

PROGRAM: Research and Development

EPA SERIES NO: 460

AGENCY FILE CODE: RNDE 460

NARA DISPOSAL AUTHORITY: N1-412-01-1/1
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

DRAFT

IDENTIFYING INFORMATION:

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. Includes:

- #1
- a. IRIS complete decision files - Case files for those chemicals listed in IRIS, arranged alphabetically by name of chemical and duplicate in hard copy of the information captured in IRIS. Decision files contain peer review records, key and difficult to find reference material including unpublished studies, EPA reports, and foreign translations. 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.
 - b. Full sets of RfD/RfC, and CRAVE files (prior to 1995) by date and containing work group notes. Includes notes for chemical assessments completed or not completed for IRIS.
 - c. Non-decisional file reference/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).
 - d. Submissions from the public - Unsolicited and solicited submissions from the public with information on chemicals for consideration in new or future IRIS assessments, arranged alphabetically by chemical.

e. Confidential Business Information (CBI) - Copies of CBI documents pertaining to chemicals completed or not completed for IRIS (i.e., decisional or non-decisional).

f. Electronic versions created with electronic mail and word processing applications.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper

VITAL RECORD:
No

DRAFT

FUNCTIONS SUPPORTED:
Program operations and public awareness

SPECIFIC LEGAL REQUIREMENTS:
None

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Permanent

TRANSFER TO FRC PERMITTED:

Yes

b. Disposable

No

c. Disposable

Yes

d. Disposable

Yes

e and f. See disposition instructions.

FILE BREAK INSTRUCTIONS:

a. Break file when individual chemical assessment is re-accomplished.

b. Break file when program discontinued.

c. See disposition instructions.

d. Break file 4 years after receipt of material.

e and f. See disposition instructions.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 4 years after file break, then retire to FRC. Transfer to the National Archives 20 years after file break.

b. Destroy immediately after file break.

c. Review annually. Destroy materials when no longer needed.

EPA SERIES NO. 460

- d. Retire to FRC immediately after file break. Destroy when 20 years old.
- e. Return to issuing office.
- f. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Information contained in these files represents EPA consensus positions following comprehensive review by intra-Agency work groups on the risk of chemicals to human health.

AGENCY-WIDE 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.

DRAFT

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: National Center for Environmental Assessment

Location: Cincinnati and Washington, D.C.

Inclusive Dates: 1985-

Volume on Hand (Feet): 350

Annual Accumulation: 10-20 lft. (feet or inches)

CONTACT POINT:

Name: Pat Daunt or Amy Mills

Mail Code: MS-105 or 8601D

Telephone: 513-569-7596 or 202-564-3204

Office:

Room: 193 (Cin)

CONTROL INFORMATION:

RELATED ITEMS: EPA 468

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
10/25/00		5/20/93	7/19/01

EPA Records Schedule 468

Status: Final, 06/30/2008

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 1228.270 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 1228.270 or standards applicable at the time. This 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

- **Contact:** Brenda E. Washington
- **Telephone:** 703-347-8581

Related Schedules:

EPA 460

Previous NARA Disposal Authority:

Entry: 03/01/1993

EPA Approval: 10/25/2000

NARA Approval: 10/20/2001