

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 Prevention, Pesticides, and Toxic Substances	
3. MINOR SUBDIVISION Office of Pollution Prevention and Toxics	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-260-1324

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER 71-412-01-7	
DATE RECEIVED 11-13-2000	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 9-5-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

<b>6. AGENCY CERTIFICATION</b>		
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 <u>3</u> 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,		
<input checked="" type="checkbox"/>	is not required;	<input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.
DATE 11/2/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris O'Donnell</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 schedule U.S. EPA 260 - TSCA Section 21 Citizens Petitions		

cc: Agency, NWMD

DRAFT OF 12/1/00

U.S. EPA RECORDS SCHEDULE

**SERIES TITLE:** TSCA Section 21 Citizens Petitions

**PROGRAM:** Toxic Substances

**EPA SERIES NO:** 260

**AGENCY FILE CODE:** TOXI 260

**NARA DISPOSAL AUTHORITY:** N1-412-01-7  
(Use this number to retire records to the FRC)

**APPLICABILITY:** Headquarters

**IDENTIFYING INFORMATION:**

**DESCRIPTION:** Records contain petitions submitted for issuance, amendment, or repeal of a rule under sections 4, 6, or 8, or an order under sections 5(e), 6(b)(1)(A), or 6(b)(1)(B). The records document the Agency's action taken in response to a petition. The Agency must substantiate its decision on a petition. The Agency must also determine whether to grant or deny the petition. The Agency's action could result in an issuance of a new rule, amendment to an existing rule, or a repeal of an existing rule.

**ARRANGEMENT:** Arrangement varies.

**TYPE OF RECORDS:**  
Case files

**SPECIFIC RESTRICTIONS:**  
Confidential Business Information

**MEDIUM:**  
Paper, microfilm, electronic

**VITAL RECORD:**

**FUNCTIONS SUPPORTED:**  
Regulatory development and public awareness

**SPECIFIC LEGAL REQUIREMENTS:**  
Toxic Substances Control Act, as amended, Section 21

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**DISPOSITION INFORMATION:**

**FINAL DISPOSITION:**

**TRANSFER TO FRC PERMITTED:**

- |   |     |
|---|-----|
| a. Record copy (microform or paper): Permanent  | Yes |
| b. Paper copy (microformed): Disposable   | No  |
| c. Electronic versions created with electronic mail and word processing systems: Disposable | No  |

**FILE BREAK INSTRUCTIONS:**

- a. If record copy is in microform, break file upon completion of microform quality assurance check. If record copy is not microformed, break file 1 year following issuance of the Agency's finding or decision.
- b. Break file when document has been microformed and checked for quality assurance.
- c. See disposition instructions.

**DISPOSITION INSTRUCTIONS:**

- a. If record copy is in microform, keep in office up to 1 year after file break, then retire one silver and one diazo along with finding aids and indexes to the FRC. Transfer to the National Archives 2 years after file break when first inspection is completed. Retain up to two diazo copies for office use.

If record copy is not microformed, keep in office up to 1 year after file break, then retire to FRC along with finding aids and indexes. Transfer to the National Archives 20 years after file break.

Destroy nonrecord reference copies when no longer needed.

- b. If record copy is in microform, destroy paper copy after quality assurance check.
- c. Delete when record copy is generated.

**APPLICATION GUIDANCE:**

**REASONS FOR DISPOSITION:** The retention period for these records is consistent with those related records which document the actions which are being petitioned.

**AGENCY-WIDE GUIDANCE:** The offices of record for files governed by this schedule are the Non-Confidential Information Center (NCIC), the Confidential Information Business Center (CBIC) and the program office. All offices of record are responsible for implementing the disposition and ensuring that a permanent record is maintained. The program office is responsible for the maintenance and disposition of deliberative information not included in the NCIC files.

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As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. If records are not filmed, use disposition a for paper records.

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:** Unlike some of the other offices in EPA, TSCA petition records are maintained as a separate series of records. These records are primarily maintained by NCIC and CBIC. However, the program offices may also maintain these types of records. Once the petition file is closed, any subsequent actions resulting from the Agency's decision could be maintained in one of three different types of files -- Administrative, Docket, or case. It should be noted that these types of records would be covered by the appropriate schedule. For example:

(1) If an Agency decision was to conduct additional tests, the records generated to document this action could be covered under one of several schedules such as EPA 262H - TSCA Section 4 Chemical Test Program Results or EPA 372H - TSCA Section 8 Information and Reporting Files.

(2) If the Agency's decision is to amend the rule, the documentation created during this process should be covered by EPA 149 - Regulations, Standards, and Guidelines or EPA 150 - Rulemaking Dockets.

**CUSTODIAL INFORMATION:**

**CONTROLLING UNIT:**

**Name:** OPPTS/OPPT

**Location:** Waterside Mall,  
NCIC & CBIC

**Inclusive Dates:** 1979 - present

**Volume on Hand (Feet):** 10 cu. ft.

**Annual Accumulation:** 1/2 ft.  
(feet or inches)

**CONTACT POINT:**

**Name:** Vanessa Williams

**Mail Code:** 7407

**Telephone:** 202-260-3554

**Office:** IMD/RMB

**Room:** 725ET

**CONTROL INFORMATION:**

**RELATED ITEMS:** EPA 149, EPA 150, EPA 262, EPA 372

**PREVIOUSLY APPROVED BY**

**NARA SCHEDULE NOS:**

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<b>Approval Date EPA</b>	<b>Approval Date NARA</b>	<b>Entry Date</b>	<b>Last Modified</b>
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