

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-412-01-8	DATE RECEIVED 11-13-2000
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Prevention, Pesticides, and Toxic Substances		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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	DATE 8-5-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 4 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 11/2/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris O'Donnell</i>	TITLE Agency Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 262 - TSCA Section 4 Chemical Test Program Results		

cc Agency, NWMD

DRAFT OF 12/1/00

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: TSCA Section 4 Chemical Test Program Results

PROGRAM: Toxic Substances

EPA SERIES NO: 262

AGENCY FILE CODE: TOXI 262

NARA DISPOSAL AUTHORITY: N1-412-01-8
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: These post rule records contain test data, internal Agency reviews of test data, and other documents resulting from the testing requirements specified in a test rule or consent order. The files consist of final reports, interim progress reports, amendments, modification requests and EPA's responses, exemption from test rule applications, request for exclusions, request for waivers, study protocol submissions, meeting summaries, legal proceedings, hearings, written and telephone communications, comments and other supporting and reference documents pursuant to this section of the law. For reference purposes, the file may also contain copies of the Federal Register rules and notices associated with the chemical, the biannual Interagency Testing Committee (ITC) report to the Administrator that pertains to the chemical, test standards, test guidelines, and Good Laboratory Practice Standards. The majority of the records are nonconfidential and information is not part of the related docket file.

ARRANGEMENT: Arranged numerically by Chemical Number and/or Federal Register number.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information
Enforcement Sensitive Information

MEDIUM:
Paper, microfilm, electronic

VITAL RECORD:
Yes

FUNCTIONS SUPPORTED:
Regulatory development and public awareness

SPECIFIC LEGAL REQUIREMENTS:
Toxic Substances Control Act, as amended, Section 4
40 CFR 790

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DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

- | | |
|---|-----|
| a. Record copy (microformed 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 upon receipt and review of all test data required by the rule/consent order and upon closure and transfer to the Review Committee.
- 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 the office up to one year after file break, then retire one silver master and one diazo copy 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. Destroy non-record Agency microform copies when no longer needed.

If record copy is not microformed, keep in the office up to one 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 Agency non-record 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: Records form part of the core documentation of the Agency's work in determining the potential toxicity of chemicals produced by the regulated community and are necessary for adequate and proper documentation of the test data received, exemptions from test rule applications, modifications, and amendments required under this section of the law.

AGENCY-WIDE GUIDANCE: The offices of record for files governed by this schedule are Confidential Business Information Center (CBIC), Non-confidential Information Center (NCIC), and Chemical Testing and Information Branch (CTIB).

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The NCIC is responsible for implementing the disposition and ensuring that a permanent record is maintained. However, the program office (CTIB) is responsible for the maintenance and disposition of sensitive information not included in the NCIC files. The related Rulemaking Dockets maintained by NCIC/CBIC should be retired under EPA 149 - Regulations, Standards, and Guidelines and EPA 150 - Rulemaking Dockets.

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 36 CFR 1230.10 and 1230.20. If records are not filmed, use disposition a for paper records.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: The records covered under this schedule are maintained by the NCIC, CBIC and the program office (CTIB). Records located in the Non-confidential Business Information Center are part of the basic documentation resulting from a test rule or consent order. To ensure the completeness of the record and for implementing disposition as a permanent record, the program office is responsible for retaining documents - such as study and protocol internal reviews - not included in the file maintained by NCIC.

The Confidential Business Information Center maintains the CBI version of any document submitted or created in response to any subsection of Section 4 of the TSCA law. Various types of Section 4 related documents are included in this collection. However, these records consist mainly of requests for Exemptions from Test Rule Applications. All documents regardless of type are maintained by document identification number.

Other related schedules are:

- EPA 149 - Regulations, Standards, and Guidelines
- EPA 150 - Rulemaking Dockets

EPA 149 and 150 can be used to disposition records which document the development of the test rule or the consent order.

At close out of file, all records held by offices should be retired at the same time. However, the program office may retain a closed file should it be determined that it would be needed for additional information or continuity regarding a related matter. All reference copies can be destroyed when no longer needed to support program operations.

On an annual basis, the last box of an accession which includes the records for which exemption applications, Letters of Intent to Test, Study Plans, Requests for Modification of Test Standards and Schedules, Amendments to Study Plans, Progress Reports and Test Data (Final Report) have been received will be (a) recalled and (b) exemptions will be incorporated and (c) returned to FRC.

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CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: OPPTS/OPPT

Location: Waterside Mall
CBIC and NCIC

Inclusive Dates: 1979 - present

Volume on Hand (Feet): 74

Annual Accumulation: 12 ft.
(feet or inches)

CONTROL INFORMATION:

RELATED ITEMS: EPA 149, EPA 150

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

CONTACT POINT:

Name: Vanessa Williams

Mail Code: 7407

Telephone: 202-260-3554

Office: IMD/RDMB

Room: 725 ET

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
11/2/00		12/13/93	12/1/00