

# 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 Prevention, Pesticides, and Toxic Substances

3. MINOR SUBDIVISION  
Office of Pollution Prevention and Toxics

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Chris O'Donnell	202-260-1324

LEAVE BLANK (NARA use only)

JOB NUMBER  
*71-412-01-10*

DATE RECEIVED  
*11-20-2000*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
<i>9-11-03</i>	<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 3 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/2/00	<i>Chris O'Donnell</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 295 - TSCA Administrative Tracking and Control Records		

*Agency, HMMW*

## U.S. EPA RECORDS SCHEDULE 295

**DRAFT:** 6/27/02

**SERIES TITLE:**TSCA Administrative Tracking and Control Records

**PROGRAM:**Toxic Substances

**EPA SERIES NO:**295

**AGENCY FILE CODE:**TOXI 295

**NARA DISPOSAL AUTHORITY:**

N1-412-01-10

**APPLICABILITY:**Headquarters

### **DESCRIPTION:**

Log books, registers, and other tracking records in hard copy or electronic form used to control or document the receipt status, maintenance or use of documents which contain TSCA confidential business information (CBI).

### **DISPOSITION INFORMATION:**

**a. Record copy of tracking and control records maintained as a separate file and containing significant information for determining location and custodian of CBI material, including microfilm transfer logs, document inventory (region/contractor) logs and records disposition logs**

Disposable.

Break file annually. Keep in office up to 7 years after file break, then destroy.

**b. Record copy of tracking and control records maintained as a separate file and containing no significant information, including visitors sign-in logs, fax transmittal sheets, firm mailing books, and other mail receipt logs**

Disposable.

Break file annually. Keep in office up to 18 months after file break, then destroy.

**c. Record copy of tracking and control records maintained with related case files, including domestic and overseas return receipts (PS forms 3811 and 2865) and green cover sheets (EPA Form 7740-9)**

Varies.

File with appropriate case file or related records and follow instructions for related records.

**d. Electronic copies created with word processing and electronic mail applications**

Disposable.

Delete when record copy is generated.

**ARRANGEMENT:**Arrangement varies.

**TYPE OF RECORDS:**Logs/registers

**SPECIFIC RESTRICTIONS:**Confidential business information

**MEDIUM:**Paper, microfilm, electronic

**FUNCTIONS SUPPORTED:**Program management

**SPECIFIC LEGAL REQUIREMENTS:**

None

**REASONS FOR DISPOSITION:**

Disposition meets program's administrative needs.

**AGENCY-WIDE GUIDANCE:**

This item covers records accumulated by various offices maintaining CBI and non-CBI information.

Records are maintained in a variety of formats, including: Paper - Logs of various kinds (example: visitors, inventory), firm mailing books, return receipts, transfer receipts, green cover sheets; Microfilm - Green cover sheets; Electronic - Small data bases such as mail receipt/tracking, disposition data.

The Confidential Business Information Tracking System is covered by EPA 090.

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 paper records are not converted to microform, the same disposition applies to the paper records.

**PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:**

**CONTROLLING UNIT:**

**Unit:**Office of Prevention, Pesticides and Toxic Substances

**Location:**205E

**Inclusive Dates:**

**Volume on Hand (feet):**

**Annual Accumulation (feet or inches):**

**CONTACT POINT:**

**Contact:**Vanessa Williams

**Mail Code:**

**Telephone:**202-260-3554

**Office:**Information Management Division, Records and Dockets Management Branch

**RELATED ITEMS:**

EPA 090

**PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:**

**Approval Date EPA:**11/2/00

**Approval Date NARA:**

**Entry Date:**8/1/94

**Last Modified:**6/27/02