

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 71-412-07-12	DATE RECEIVED 11-26-2000
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 12-1-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 2 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
-----------------	--	---------------------------------

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 GRS OR SUPERSEDED JOB CITATION	10.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 248 - TSCA Section 13 Imports		

cc Agency, NAWM

EPA SERIES NO. 248

10/15/99

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: TSCA Section 13 Imports

PROGRAM: Toxic Substances

EPA SERIES NO: 248

AGENCY FILE CODE: TOXI 248

NARA DISPOSAL AUTHORITY: N1-412-96-3/2
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records contain documents from various companies concerning the importation of a chemical substance or mixtures regulated under the Toxic Substances Control Act. Most of the current documents maintained by the EPA consist primarily of certification statements and correspondence from various companies documenting the receipt of shipment as well as certification of compliance.

ARRANGEMENT: Arranged numerically by document control number.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information
Enforcement Sensitive Information

MEDIUM:

Paper, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Regulatory development and public awareness

SPECIFIC LEGAL REQUIREMENTS:

Toxic Substances Control Act, as amended, Section 13
40 CFR 707

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Electronic versions created
with office automation
applications: Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file at end of each fiscal year.

b. See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office up to 1 year after file break, then

EPA SERIES NO. 248

retire to FRC. Destroy 5 years after file break.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: The records support program operations required by statute and regulations. The 5 year retention provides sufficient time for resolution of any issues associated with the importation of a chemical in question.

AGENCY-WIDE GUIDANCE: The offices of record for files governed by this schedule are the Non-Confidential Information Center (NCIC) and the Confidential Business Information Center (CBIC).

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.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: The Secretary of the Treasury works in consultation with the EPA Administrator if a chemical substance, mixture, or article is refused entry into the customs territory of the United States.

Early records associated with Section 13 primarily document development of the rule. EPA 149 - Regulations, Standards, and Guidelines, and EPA 150 - Rulemaking Dockets can be used to disposition these types of records.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: OPPTS/OPPT

Location: WSM/NCIC and CBIC

Inclusive Dates: 1979 -

Volume on Hand (Feet): 3 ft.

Annual Accumulation: 1 ft.
(feet or inches)

CONTACT POINT:

Name: Vanessa Williams

Mail Code: 7407

Telephone: 202-260-3554

Office: IMD/RDMB

Room: 725 ET

CONTROL INFORMATION:

RELATED ITEMS: EPA 149, EPA 150

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
1/26/96		4/25/95	10/15/99