

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-412-03-6</i>	DATE RECEIVED <i>12-3-2002</i>
1 FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Water		In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER  Chris O'Donnell	5 TELEPHONE  202-566 - 1669	DATE <i>8-28-03</i>	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 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 11/26/2002	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 U. S. EPA 413 - Safe Drinking Water Information System (SDWIS)		

*cc Agency NA NWMD NWME NWMM*

# EPA Records Schedule 413

**Status:** Final, 10/31/2009

**Title:** SDWIS/Operational Data System (SDWIS/ODS)

**Program:** Water

**Applicability:** Agency-wide

**Function:** 108-025-03-02 - Management of Public Water Systems

## **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.

- N1-412-03-6

## **Description:**

The SDWIS/Operational Data System (SDWIS/ODS) is a national database storing routine information which the Agency needs to monitor approximately 175,000 public water systems (PWS) and their compliance with monitoring requirements, maximum contaminant level (MCL) regulations, and other requirements of the Safe Drinking Water Act Amendments of 1986 and 1996. On October 1, 2005, a modernized version of SDWIS/FED replaced the legacy mainframe-based version. This new version is composed of several components, notably the SDWIS/Operational Data System (SDWIS/ODS) and the SDWIS Data Warehouse. The SDWIS/ODS database receives, processes, and stores data from the states. The Data Warehouse extracts data from SDWIS/ODS quarterly and makes it available for end user access. SDWIS/ODS is not accessible to end users. The complete set of data from the legacy SDWIS/FED was copied over into SDWIS/ODS.

Information tracked includes: PWS ID number, location (including city, county), whether system is active or inactive, the type of system (community, non-transient non-community, transient non-community), population served, number of service connections, water system's source of water, primary source of drinking water, past names, dates of the most recent update, whether or not the system is a significant non-complier, service area characteristics, longitude and latitude, treatment data, milestones for lead and copper and surface water treatment rules, and unregulated monitoring data.

Data is input by the states and used by EPA headquarters to provide required quarterly reports to other components of EPA and to satisfy external reporting requirements. It is also used by headquarters, regional offices, and states to perform oversight.

The system contains compliance information from 1980 to present and relates follow-up actions to specific violations.

## **Disposition Instructions:**

**Item a:** Electronic software program

The Office of Water, Office of Ground Water and Drinking Water, Drinking Water Protection Division, Infrastructure Branch at Headquarters is responsible for the disposition of this item.

- **Disposable**
- Close when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.
- Destroy after file closure.

**Item b:** Input

- **Disposable**
- Close when data has been successfully transferred by the states.
- Delete input after the data has been successfully tested.

**Item c:** Electronic data

The Office of Water, Office of Ground Water and Drinking Water, Drinking Water Protection Division, Infrastructure Branch at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Close when program is discontinued or system is terminated.
- While system is in operation, transfer data annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Transfer final data to the National Archives one year after system is closed.

**Item d:** Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

**Item e:** System documentation

The Office of Water, Office of Ground Water and Drinking Water, Drinking Water Protection Division, Infrastructure Branch at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives annually as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Documentation is transferred with the electronic data (item c).

**Guidance:**

This system also covers the Long Term 2 Enhanced Surface Water Treatment (LT2) Rule Data Collection System (LT2ESWTR). LT2ESWTR contains cryptosporidium E. coli and turbidity data generated during the Long Term 2 monitoring program.

Formerly known as the Federal Reporting Data System (FRDS) and Safe Drinking Water Information System - FED (SDWIS/FED).

The Drinking Water Supply File, a component of the Reach File, is covered in EPA 445. Drinking water management and direct implementation files are scheduled as EPA 214.

**Reasons for Disposition:**

The following changes were made in the 04/30/2009 version:

- Added applicability to disposition items a, c and e.
- Revised wording for file closure and disposition instructions for item c.
- Revised title of item e.
- Revised guidance to include information on LT2ESWTR.
- Updated contact information.

This is a major system supporting operations required by statute and regulations for compliance and enforcement. In 1997, SDWIS/FED replaced the system known as the Federal Reporting Data System (FRDS). FRDS was previously appraised as permanent by the National Archives. SDWIS - States, a counterpart to this system is scheduled as EPA 401.

**Custodians:**

Office of Water, Office of Ground Water and Drinking Water, Drinking Water Protection Division, Infrastructure Branch

- **Contact:** Gregory Fabian
- **Telephone:** 202-564-6649

**Related Schedules:**

EPA 214, EPA 401, EPA 445

**Previous NARA Disposal Authority:**

NC1-412-81-18/4

**Entry:** 01/04/1993

**EPA Approval:** 11/26/2002

**NARA Approval:** 08/28/2003