

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 Environmental Information

3. MINOR SUBDIVISION
 Collection Strategies Division

4. NAME OF PERSON WITH WHOM TO CONFER
 Chris O'Donnell

5. TELEPHONE
 202-566-0169

LEAVE BLANK (NARA use only)

JOB NUMBER
 71-412-03-7

DATE RECEIVED
 12-3-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 7-2203 *J. W. Cal*

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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE

11/26/2002 Chris O'Donnell *Chris O'Donnell* 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 GRS OR SUPERSEDED JOB CITATION	10.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 U.S. EPA 096 - Environmental Data Registry (EDR)		

cc Agency, NR, NWMW

EPA Records Schedule 096

Status: Final, 02/01/2007

Title: Environmental Data Registry (EDR)

Program: Environmental Information

Applicability: Agency-wide

Function: 404-142-02 - Data Collection

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.

- N1-412-03-07

Description:

The Environmental Data Registry (EDR) is a software tool that catalogs EPA's data collections and helps locate environmental information. The data is contained in several collections of EPA metadata, including chemical identification information, biological taxonomy information, and terms with definitions. The components include the following: Terminology Reference System (TRS); Substance Registry System (SRS); Chemical Registry System (CRS); Biology Registry System (BioRS).

The Metadata Registry Builder (MetaPro) is a related component that is a tool allowing users to create their own metadata registries.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Delete after each major version is discontinued or when superseded by routine software updates and quality assurance check has been performed.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

- **Disposable**

- Delete when superseded or obsolete.

Item d: Output and reports

- **Disposable**
- Follow instructions for related records or EPA 175 - Print Files, whichever has the longer retention.

Item e: Supporting documentation

- **Disposable**
- Delete when superseded or upon completion of phase in system life cycle.

Guidance:

The Office of Information Collection, Collection Strategies Division is responsible for implementing the disposition.

Reasons for Disposition:

The EDR is a Web-enabled Oracle database designed to support improvements in EPA's data standards and promote sharing across the Agency and with states, tribes, and other Agency partners.

The system replaces the Register of Lists (ROL) which is scheduled under EPA 088 and the Screening Information System/LAN (SIS/L).

Custodians:

Office of Environmental Information, Collection Strategies Division

- **Contact:** Larry Fitzwater
- **Telephone:** 202-566-1653

Related Schedules:

EPA 088

Previous NARA Disposal Authority:

Entry: 06/18/2001

EPA Approval: 11/26/2002

NARA Approval: 07/22/2003

DRAFT OF 7/24/02

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Environmental Data Registry (EDR)

PROGRAM: Environmental Information

EPA SERIES NO: 096

AGENCY FILE CODE: INFO 096

NARA SCHEDULE NO: Pending

APPLICABILITY: Agency-wide

*Superseded
by version of 02/01/2007*

DRAFT

IDENTIFYING INFORMATION

DESCRIPTION: The Environmental Data Registry (EDR) is a software tool which catalogs EPA's data collections and helps locate environmental information. The data is contained in several collections of EPA metadata, including chemical identification information, biological taxonomy information, and terms with definitions. The components include the following:

Terminology Reference System (TRS);
Substance Registry System (SRS);
Chemical Registry System (CRS);
Biology Registry System (BioRS).

The Metadata Registry Builder (MetaPro) is a related component that is a tool allowing users to create their own metadata registries.

ARRANGEMENT: Not applicable.

TYPE OF RECORDS:

Data files

SPECIFIC RESTRICTIONS:

MEDIUM:

Electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:

Public access
Program operations
Regulatory development

SPECIFIC LEGAL REQUIREMENTS:

None

EPA SERIES NO. 096

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Electronic software program: Disposable No
- b. Input No
- c. Electronic data: Disposable No
- d. Output and reports: Disposable Dependent on related records
- e. Supporting documentation: Disposable No

TRANSFER TO FRC PERMITTED:

- No
- No
- No
- Dependent on related records
- No

DRAFT

FILE BREAK INSTRUCTIONS:

- a. Break software programs when each major version is discontinued and/or when superseded by routine software updates.
- b. Break file according to instructions for EPA 171 - Input/source Records
- c. Break file when superseded.
- d. File with appropriate case file or related records. Follow file break instructions for related records.
- e. Break when superseded or upon completion of phase in system life cycle.

DISPOSITION INSTRUCTIONS:

- a. Delete after quality assurance check has been performed.
- b. Follow instructions for EPA 171 - Input/source Records
- c. Delete data when superseded or obsolete.
- d. Follow disposition instructions for related records or EPA 175 - Print Files, whichever has the longer retention.
- e. Delete/destroy after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: The EDR is a Web-enabled Oracle database designed to support improvements in EPA's data standards and promote sharing across the Agency and with States, Tribes, and other Agency partners.

The system replaces the Register of Lists (ROL) which is scheduled under EPA 088 and the Screening Information System/LAN (SIS/L).

AGENCY-WIDE GUIDANCE: The Office of Information Collection, Collection Strategies Division is responsible for implementing the disposition.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Environmental Information

CONTACT POINT:

Name: Larry Fitzwater

EPA SERIES NO. 096

Response

Location: EPA West

Mail Code: 2822T

Inclusive Dates:

Telephone: 202-566-1653

Volume on Hand (feet):

Office: Collection Strategies Div.

Annual Accumulation
(feet or inches)

Room: 6146G

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CONTROL INFORMATION:

RELATED ITEMS: EPA 088

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		6/18/01	7/24/02