

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-412-03-11	DATE RECEIVED 1-15-2003
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Solid Waste and Emergency Response (OSWER)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Various			
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669	DATE 5-3-04	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 5 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 01/08/2003	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>Chris O'Donnell</i>	TITLE Agency Records Office
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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 GRS OR SUPERSEDED JOB CITATION	10.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 024 - Cost Recovery Records <i>Agency NA NWMW Nwetc</i>		

U.S. EPA RECORDS SCHEDULE 024

DRAFT: 10/10/02

SERIES TITLE:

Cost Recovery Records

PROGRAM:

Superfund and Oil

EPA SERIES NO:

024

AGENCY FILE CODE:

SUPR 024

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Agency-wide

DESCRIPTION:

Site-specific records relating to activities undertaken to secure response costs from responsible parties at Superfund remedial and removal sites and oil spills. Records used for cost recovery actions include compilations of documentation that describe technical aspects of the response action and cost accounting information necessary to document the costs incurred to implement the response action. Specific types of records include the cost recovery documentation checklist, Software Package for Unique Reports (SPUR), computation schedules supporting Agency indirect costs, categorical cost summaries, contractor cost information, cost reports and invoices, treasury schedules, field expenses, letter reports/Pre-FY86 cost vouchers, payment records, payroll summaries, Federal employee timesheets, travel authorizations and vouchers, work assignments, cost summary package, cost recovery deliverables, closeout memorandum, and the 10 point document. Also includes work performance documents such as work assignments, statements of work, interagency and cooperative agreements, field notes, technical direction documents (TDDs), lab reports, monthly reports, daily activity reports, affidavits and acknowledgments of completion.

DISPOSITION INFORMATION:

a. Paper (non-imaged)

Disposable.

Break file when cost recovery action is completed. Keep inactive materials in office at least 1 year after file break, then retire to FRC. If volume necessitates, records may be retired to the FRC (with FRC approval) prior to the designated time. Destroy 30 years after file break.

b. Paper (imaged)

Disposable.

Break file upon completion of imaging. Retire to FRC upon completion of quality assurance. Destroy 30 years after file break.

c. Electronic copies created with word processing and electronic mail applications

Disposable.

Delete when record copy is generated.

ARRANGEMENT:

Arranged by site.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential business information, Enforcement sensitive information

MEDIUM:

Microfilm, paper, electronic

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, Sections 104, 106, and 107, 42 U.S.C. 9604, 9606, and 9607

Oil Pollution Act, as amended, 33 U.S.C. 2702, Section 1002

40 CFR 9

40 CFR 300

REASONS FOR DISPOSITION:

CERCLA and OPA, as amended, provide for the recovery from responsible parties of all response costs incurred by the federal government. This series contains the records related to cost recovery as mandated by statute and regulation.

AGENCY-WIDE GUIDANCE:

The cost recovery unit is responsible for maintaining the record copy of this series and implementing the process which ensures appropriate documentation is contained in the files and the disposition.

Copies of these documents may be found in other series such as:

EPA 001 - Grants and Other Program Support Agreements - Superfund Site-Specific

EPA 010 - Site Assessment

EPA 012 - Federal Facilities Hazardous Waste Sites

EPA 013 - Removal Site Files - Superfund Site-Specific

EPA 014 - Remedial Site Files - Superfund Site-Specific

EPA 018 - Sampling and Analytical Data Files - Superfund Site-Specific

EPA 020 - Contract Management Records - Superfund Site-Specific

EPA 025 - Enforcement Actions - Superfund Site-Specific

EPA 480 - Enforcement Actions - Oil Site-Specific

EPA 481 - Removal Records - Oil Spill Site-Specific

SCORPIOS (Superfund Cost Organization Recovery Package Imaging Online System), EPA 052, is the image processing system being used to facilitate the storage and retrieval of cost documentation. Claims Against the Fund are scheduled as EPA 087. Records related to the Local Government Reimbursement Program are covered in EPA 080. See EPA 085 for Administrative Decision Records dealing with potentially responsible parties' petitioning the Fund for reimbursement.

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:

CONTROLLING UNIT:

Unit:

Multiple units

Location:

Inclusive Dates:

Volume on Hand (feet):

Annual Accumulation (feet or inches):

CONTACT POINT:

Contact:

Mail Code:

Telephone:

Office:

RELATED ITEMS:

EPA 001
EPA 010
EPA 012
EPA 013
EPA 014
EPA 018
EPA 020
EPA 025
EPA 052
EPA 080
EPA 085
EPA 087
EPA 480
EPA 481

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:

NC1-412-85-27/II/7, NC1-412-85-27/III/6, N1- 412-94-3/5

Approval Date EPA:

10/7/93

Approval Date NARA:

5/30/91

Entry Date:

Last Modified:

10/10/02