

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER: <i>71-412-03-17</i>	
1. FROM (Agency or establishment) Environmental Protection Agency		DATE RECEIVED <i>9/4/2003</i>	
2. MAJOR SUBDIVISION Office of Environmental Information		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Collection Strategies Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669	DATE <i>3-24-04</i>	ARCHIVIST OF THE UNITED STATES <i>J.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 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 <i>8/20/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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 GRS OR SUPERSEDED JOB CITATION	10.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 097 - Central Data Exchange (CDX)  <i>cc Agency</i>		

# EPA Records Schedule 097

**Status:** Final, 02/12/2007

**Title:** Central Data Exchange (CDX)

**Program:** Environmental Information

**Applicability:** Headquarters

**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.

- N1-412-03-17

## **Description:**

The Central Data Exchange system will serve as a single point for receiving compliance reports from industry and government partners and will support integrated cross-media reporting. This allows for the exchange of data electronically, including the establishment and management of a common registration process, a central archive of electronic transactions, and data exchange between external submitters and EPA program offices. CDX will also have a role as a central point for the collection and entry of paper- and diskette-based data.

Some of the reports which will be included are risk management plans, toxic release inventory forms, air emissions inventories, discharge monitoring reports, pretreatment self monitoring reports, and RCRA biennial reports.

Includes the Customer Registration Subsystem (CRS) containing information on individuals who have registered and established accounts to access CDX.

## **Disposition Instructions:**

**Item a:** Electronic software program

- **Disposable**
- Delete after quality assurance check has been performed or when no longer needed.

**Item b(1):** Input - Electronic

- **Disposable**
- For records being transferred from CDX to various systems, follow instructions for EPA 171 -

### Input and Source Records.

**Item b(2):** Input - Paper

- **Varies**
- Follow instructions for related records.

**Item c:** Electronic data

- **Disposable**
- Keep individual records up to 3 years after completion of action, then delete when no longer needed.

**Item d:** Output and reports

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

**Item e:** Supporting documentation

- **Disposable**
- Delete when superseded or obsolete.

**Item f:** Electronic signatures and verification data

- **Disposable**
- Follow instructions for EPA 170, item c.

**Guidance:**

The CDX is responsible for the receipt, authentication, archiving (of the transaction and audit trail), and the distribution to the appropriate EPA systems (e.g., Toxics Release Inventory). Once the data passes to the designated system, that data is the responsibility of the program office and the system's administrator.

Examples of the types of systems included in the CDX are the National Emissions Inventory (NEI) covered by EPA 002 and the Toxic Release Inventory System (TRI) covered by EPA 153.

**Reasons for Disposition:**

This system will help meet the requirements of the Government Paperwork Elimination Act (GPEA) mandating agencies be prepared to allow electronic reporting. Disposition for all items meet program needs, and disposition for item f conforms to General Records Schedule 20, item 1c.

**Custodians:**

Office of Environmental Information, Central Receiving Branch

- **Contact:** David Schwarz
- **Telephone:** 202-566-1704

**Related Schedules:**

EPA 002, EPA 153, EPA 171

**Previous NARA Disposal Authority:**

**Entry:** 11/23/2001

**EPA Approval:** 08/26/2003

**NARA Approval:** 03/24/2004