

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U. S. Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Research and Development Laboratories	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-412-04-6</i>	
DATE RECEIVED <i>4-19-2004</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>2/16/05</i>	ARCHIVIST OF THE UNITED STATES <i>Les Ballard</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 <u>4</u> 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,		
<input checked="" type="checkbox"/>	is not required;	<input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.
DATE <i>4/19/04</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	EPA - 501 Scientific Research Project Files Related to Rulemaking <i>see legend NW NWmw NWMD</i>		

This schedule is in draft and MAY NOT be used to destroy records. It may be used in your office file plans and, with prior approval, used to retire records to a Federal Records Center. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 501

Draft: 08/20/2004

Title: Scientific Research Project Files Related to Rulemaking

Program: Research and Development Laboratories

Applicability: Agency-wide

Agency File Code: RNDL 501

NARA Disposal Authority:

- N1-412-04-6

Description:

Includes project files of all scientific research projects conducted by Agency personnel which directly support rule-making, enforcement, regulatory, or policy decisions and research of high programmatic relevance which, in conjunction with other ongoing or planned studies, is expected to provide support of Agency rule-making, regulatory, or policy decisions. Also includes research of significant national interest, such as projects which might be monitored by the Administrator, or technology transfer projects which may be critical to the award of a patent or other important commercial or legal decision.

Disposition Instructions:

Item a: Record copy of documentation related to the formulation and approval of the research plan, the selection of the research methodology, questionnaires, quality assurance project plans, raw data, laboratory notebooks, project- or study-related correspondence, or other data collection media, copies of interim reports showing data tabulation results and interpretations, copies of the final reports, peer reviews, and quality assurance assessments

- Permanent
- Keep inactive materials in office 3 years after file break, then retire to FRC. Transfer to the National Archives when 20 years old.

Item b: Record copy of documentation related to the maintenance and calibration and inspection of equipment

- Disposable
- Keep inactive materials in office 3 years after file break, then retire to FRC. Destroy when 5 years old.

Item c: Electronic copies created with word processing and electronic mail applications

- Disposable
- Delete when record copy is generated.

Arrangement: Arrangement varies.

Type of Records: Case files

Format: Paper, Specimens, Electronic

Functions Supported: Research and Development Laboratories

Specific Restrictions:

- None

Specific Legal Requirements:

Reasons for Disposition:

This schedule item has been rewritten to include only project records of permanent value. This item also includes the raw data for the research to ensure defensibility of a study, particularly to an outside party, and to allow the repetition, reconstruction, or reanalysis of a study by independent investigators and appropriately qualified data users.

Retentions based on Good Laboratory Practices regulations (e.g., 40 CFR 792.195) and EPA's business needs.

Agency-wide Guidance:

Scientific research project files related to basic, exploratory research are covered in EPA 503.

Program Office Guidance:

Tissue samples and specimens, including wet specimens, samples of test, control, or reference substances, and specially prepared material which are relatively fragile and differ markedly in stability and quality during storage, are to be retained only as long as the quality of the preparation affords evaluation. Specimens obtained from mutagenicity tests, specimens of soil, water, and plants, and wet specimens of blood, urine, feces, biological fluids, do not need to be retained after quality assurance verification. In some research studies involving humans, the agreement with the human subjects requires samples to be destroyed immediately after the analysis and quality assurance verification is complete. In that case, the sample is retained as specified in the agreement.

Other tissue samples and specimens not listed above are to be retained 5 years, then destroyed.

Custodians:

Office of Research and Development

- **Contact:**
- **Mail Code:**

- **Telephone:**
- **Location:**
- **Inclusive Dates:**
- **Volume on Hand:**
- **Annual Accumulation:**

Related Schedules:

EPA 503

Previous NARA Disposal Authority:

NC1-412-78-3/7, NC1-412-85-23/5

EPA Approval Date: 04/19/2004

NARA Approval Date: Pending

Entry Date: 06/08/1993

Last Modified Date: 08/20/2004