

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 71-412-04-7	DATE RECEIVED 4-19-2004
1. FROM (Agency or establishment) U. S. Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Research and Development Laboratories		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669	DATE <i>my</i> 2/18/05	ARCHIVIST OF THE UNITED STATES <i>Leis Bellard</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 4/19/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris O'Donnell</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	EPA - 503 Scientific Research Project Files Related to Basic, Exploratory Research		

cc Agency, NR, NWMW

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 503

Draft: 08/20/2004

Title: Scientific Research Project Files Related to Basic, Exploratory Research

Program: Research and Development Laboratories

Applicability: Agency-wide

Agency File Code: RNDL 503

NARA Disposal Authority:

- N1-412-04-7

Description:

Includes scientific research project files for projects which provide demonstration or proof of concept projects such as method validation studies, and basic, exploratory, conceptual research to study basic phenomena or issues. Includes characterization of health or ecological mechanisms and/or endpoints in order to improve the understanding of the interaction of environmental compounds, conditions, or processes with human and other life forms; and also includes the development of assays or methods for detecting or estimating the influence of a particular environmental agent on a specific health or ecological endpoint.

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, any 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

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

All project files related to scientific research of permanent value have been moved to EPA series 501; this series covers files for all other scientific research projects. The proposed retention meets EPA's business needs.

Agency-wide Guidance:

Scientific research project files related to rulemaking are covered in EPA 501.

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 501

Previous NARA Disposal Authority:

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

EPA Approval Date: 04/19/2004

NARA Approval Date: Pending

Entry Date: 06/14/1993

Last Modified Date: 08/20/2004