

EPA Records Schedule 257

Status: Final, 10/31/2009

Title: National RCRA Information System (RCRAInfo)

Program: RCRA

Applicability: Agency-wide

Function: 108-025-05 - Manage Risks from Wastes

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.

- N1-412-04-8

Description:

RCRAInfo is one of EPA's mission-critical systems used by EPA regional offices and the states to record and track information provided by the regulated community concerning the generation, shipment, treatment, and disposal of hazardous wastes. Input includes information from facilities on the amounts and kinds of hazardous waste being generated, transported, and stored during the reporting year.

In most cases, the states serve as primary implementers of the program in lieu of EPA regional offices. However, in some states, and for certain aspects of the program, EPA regions retain all, or some, program implementation responsibility. EPA headquarters, regions, and states work in partnership to redefine information needs for the RCRA program under the Waste Information Needs and the Information for Making Environmental Decisions initiative (WIN/Informed).

The system also tracks significant milestones of state and EPA activity supporting program planning, implementation, and reporting of accomplishments. Output also includes data for the National Biennial Report on Hazardous Waste that is prepared under Congressional mandate, as well as ad hoc reports.

The system interfaces with other EPA systems, including the Facility Registry System (FRS) and Envirofacts, that are scheduled separately.

Disposition Instructions:

Item a: Electronic software program

This item is to be used only by the Office of Solid Waste and Emergency Response, Communications, Information and Resources Management Division at Headquarters.

- **Disposable**

- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171.

Item c: Electronic data

This item is to be used only by the Office of Solid Waste and Emergency Response, Communications, Information and Resources Management Division at Headquarters.

- **Permanent**
- Transfer data annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item d: Output and reports - Biennial report

This item is to be used only by the Office of Solid Waste and Emergency Response, Communications, Information and Resources Management Division at Headquarters.

- **Permanent**
- Close upon publication of the report.
- Transfer to the National Archives along with the electronic data (item c).

Item e: Output and reports - Ad hoc reports

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

Item f: System documentation

This item is to be used only by the Office of Solid Waste and Emergency Response, Communications, Information and Resources Management Division at Headquarters.

- **Permanent**
- Transfer to the National Archives those records necessary to document how the system captures, manipulates, and outputs data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Documentation is transferred with the electronic data (item c).

Guidance:

RCRAInfo replaces the Biennial Reporting System (BRS), the Resources Conservation and Recovery Information System (RCRIS) and RCRAID.

See EPA series 478 for RCRA generators, transporters, and TSD facilities files. Enforcement action files are covered in EPA 207; RCRA corrective action files in EPA 206; and compliance files in EPA 211.

The Facility Registry System (FRS) is scheduled as EPA 096, the Central Data Exchange (CDX) as EPA 097, and Envirofacts as EPA 098.

The disposition of item b, including all regional and merge data backups, are the responsibility of the appropriate regional or state office upon verification of successful transfer.

This schedule also covers RCRARep, a Web-based reporting tool managed in Region 1.

Reasons for Disposition:

The following change was made in the 02/28/2009 version:

- Revised information on predecessor systems and moved it from description to guidance

The following change was made in the 08/31/2008 version:

- Revised guidance to include Region 1's RCRARep software tool.
- Deleted "with exceptions" from applicability.

The following changes were made to the 04/30/2008 version:

- Revised disposition instructions for item b.
- Revised title of disposition item f.

RCRAInfo is the major data system supporting all operations required by RCRA regulations for permitting, hazardous waste tracking, corrective actions and enforcement of hazardous waste generators, transporters, treatment, and disposal facilities. This system replaces the Biennial Reporting System (BRS) and Resource Conservation and Recovery Information System (RCRIS) which were appraised by the National Archives as permanent.

Custodians:

Office of Solid Waste and Emergency Response, Office of Resource Conservation and Recovery,
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Related Schedules:

EPA 096, EPA 097, EPA 098, EPA 171, EPA 206, EPA 207, EPA 211, EPA 478

Previous NARA Disposal Authority:

NC1-412-81-18/5, NC1-412-85-7/18, N1-412-94-5/1 and 2

Entry: 07/02/2002

EPA Approval: 05/19/2004

NARA Approval: 04/22/2005