REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
  WASHINGTON, DC 20408

JOB NUMBER
N1-412-04-9

DATE RECEIVED
5-13-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

1. FROM (Agency or establishment)
  U. S. Environmental Protection Agency

2. MAJOR SUBDIVISION
  Office of Research and Development

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
  Chris O'Donnell

5. TELEPHONE
  202 - 566 -1669

DATE 2-7-05   ARCHIVIST OF THE UNITED STATES *John W. Carlin*

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/13/04	*Christine O'Donnell*	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 GRS OR SUPERSEDED JOB CITATION	10.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 469 Environmental Information Management System (EIMS)		

cc Agency, NWMW

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

EPA Records Schedule 469

Status: Final, 02/20/2007

Title: Environmental Information Management System (EIMS)

Program: Research and Development

Applicability: Agency-wide

Function: 316 - Applied Research and Science Support

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.

- N1-412-04-9

Description:

The Environmental Information Management System (EIMS) (www.epa.gov/eims) provides a metadata repository about EPA projects, data sets, databases, models, and documents used or created during various environmental projects. Using common Web browser software, users may conduct searches for specific data, locate descriptive information about environmental project resources, and download (or be connected to) the resulting data, models, and/or other documents for local usage. Data entry is done via forms that store the information into the EIMS database. Metadata reports can be generated by the system to provide metadata information for that particular EIMS record.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**

- Delete when superseded by routine software updates and quality assurance check is completed, or when no longer needed.

Item b: Input

- **Disposable**

- Delete after the data is entered into the system and verified.

Item c: Electronic data

- **Disposable**

- Delete when superseded or 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.

Guidance:

The EIMS database is partitioned by partner. The partner data librarian ensures the information distributed through EIMS is consistent with EIMS documentation requirements, adequately described, and has been approved for release as a draft or final product.

Reasons for Disposition:

EIMS serves as a single point of entry for the Agency's inventory of environmental metadata.

Custodians:

Office of Research and Development

- **Contact:** John Sykes
- **Telephone:** 919-541-2953

Related Schedules:

Previous NARA Disposal Authority:

Entry: 07/09/2001

EPA Approval: 05/13/2004

NARA Approval: 02/07/2005

This schedule is under development and MAY NOT be used to retire or destroy records. If you have any questions, please contact the <u>Records Help Desk</u>.

EPA Records Schedule 469

Development 05/05/2004

Superseded by version of 2/20/2007

Title: Environmental Information Management System (EIMS)

Program: Research and Development

Applicability: Agency-wide

Agency File Code: RNDE 469

NARA Disposal Authority:

- Pending

Description:

The Environmental Information Management System (EIMS) (www.epa.gov/eims) provides a metadata repository about EPA projects, data sets, databases, models, and documents used or created during various environmental projects. Using common Web browser software, users may conduct searches for specific data, locate descriptive information about environmental project resources, and download (or be connected to) the resulting data, models, and/or other documents for local usage. Data entry is done via forms that store the information into the EIMS database. Metadata reports can be generated by the system to provide metadata information for that particular EIMS record.

Disposition Instructions:

Item a: Electronic software program

- Disposable
- Delete when superseded by routine software updates and quality assurance check is completed, or when no longer needed.

Item b: Input

- Disposable
- Delete after the data is entered into the system and verified.

Item c: Electronic data

- Disposable
- Delete when superseded or no longer needed.

Item d: Output and reports

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

Item e: Supporting documentation

- Disposable
- Destroy or delete when superseded or obsolete.

Arrangement: Not applicable.

Type of Records: Data files

Format: Electronic

Functions Supported: Research and Development

Specific Restrictions:

- None

Specific Legal Requirements:

- None

Reasons for Disposition:

EIMS serves as a single point of entry for the Agency's inventory of environmental metadata.

Agency-wide Guidance:

Program Office Guidance:

The EIMS database is partitioned by partner. The partner data librarian ensures the information distributed through EIMS is consistent with EIMS documentation requirements, adequately described, and has been approved for release as a draft or final product.

Custodians:

Office of Research and Development

- **Contact:** John Sykes
- **Mail Code:** MD-75
- **Telephone:** 919-541-2953
- **Location:** Research Triangle Park, NC
- **Inclusive Dates:**
- **Volume on Hand:**
- **Annual Accumulation:**

Related Schedules:

Previous NARA Disposal Authority:

EPA Approval Date: Pending

NARA Approval Date: Pending

Entry Date: 07/19/2001

Last Modified Date: 05/05/2004