

(See Instructions on reverse)

202-566-1669

WITHDRAWN

Agency Records Officer

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5-25-06

WITHDRAWN

cc Agency, NWTME

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 234

Draft: 01/31/2005

Title: Underground Injection Control Data Bases

Program: Water

Applicability: Regions

Agency File Code: WATR 234

NARA Disposal Authority:

- N1-2-04-12

Description:

The Underground Injection Control (UIC) program works with state, local, and tribal governments to oversee underground injection of waste in order to prevent contamination of drinking water resources. The Underground Injection Control (UIC) data bases maintained by the regional program offices contain detailed information on well operators, administrative orders, permits and individual wells for all wells where EPA is the permitting authority. They track compliance schedules and inspections and include reports, some correspondence, inventory, and sampling and analytical data. They may also include notices of noncompliance that do not necessarily result in enforcement actions and compliance orders. They track both permitted and "rule-authorized" wells. Rule-authorized wells were grandfathered in at the start of the UIC program, and operators with rule-authorized wells are required to adhere to standards similar to those for permitted wells.

Input for the data bases comes from a variety of sources, including inventory forms submitted by operators when the program first started in the 1980s; permit applications; well test data; compliance inspections; enforcement actions; and monitoring report data. Information is extracted from source documents and keyed in manually.

Output includes reports on development of administrative orders; well inventory counts; workload reports; listings of permit applications received year to date, and similar reports.

Disposition Instructions:

Item a: Electronic software program

- Disposable
- Break when each major version is discontinued, when superseded by routine software updates, or when system is terminated or discontinued. For each major version change, maintain a current version following procedures required in NTSD's directives and procedures or delete when no

longer needed to support program mission.

Item b: Input

- Varies
- Follow instructions for related records. (See Agency-wide guidance.)

Item c: Electronic data

- Disposable
- Keep as long as needed to track related records, but dispose of no earlier than 10 years. If the system is discontinued or becomes Agency-wide, contact NARA for re-evaluation.

Item d: Output and reports

- Varies
- Follow instructions for related records. (See Agency-wide guidance.)

Item e: Supporting documentation

- Disposable
- Delete/destroy when obsolete or superseded.

Arrangement: Not applicable.

Type of Records: Data files

Format: Electronic

Functions Supported: Water Program

Specific Restrictions:

- Enforcement confidential information

Specific Legal Requirements:

- Safe Drinking Water Act, 42 U.S.C. 300f et seq.
- Resource Conservation and Recovery act, 42 U.S.C. 6901 et seq.
- 40 CFR Part 144-148

Reasons for Disposition:

EPA regional offices maintain separate data bases containing detailed information on wells including well operators, ownership, nature and type of wells, operating status, and permits. Implementation varies from region to region. Some information from these regional systems is extracted and sent to EPA headquarters for the UIC Program Summary System, scheduled as N1-412-95-4/4 (EPA series 432). Although the related records (EPA 205, item a) are scheduled as permanent, transfer of the electronic data would be difficult due to the differences in the data bases from region to region. If the system is discontinued or if it develops into an Agency-wide system, the schedule will be resubmitted to NARA.

Also includes some facility information from tribal lands. A tribal code is entered to designate which reservation the well is located within.

Agency-wide Guidance:

UIC permits are covered in EPA 205. See EPA 207 for enforcement files and EPA 211 for compliance files. The Underground Injection Control (UIC) Program Summary System maintained by headquarters is covered in EPA 432. RCRA land disposal records are covered in EPA 478 - RCRA Generators, Transporters, and TSD Facilities Files and EPA 206 - RCRA Corrective Action Files.

If the database is superseded or migrated to a new system or becomes a national system, contact the National Records Management Program for re-evaluation.

Program Office Guidance:**Custodians:**

Multiple units

Related Schedules:

EPA 205, EPA 206, EPA 207, EPA 211, EPA 432, EPA 478

Previous NARA Disposal Authority:

EPA Approval Date: 04/29/2004

NARA Approval Date: Pending

Entry Date: 09/05/1994

Last Modified Date: 01/31/2005