

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 <i>NI-412-05-2</i>	
1 FROM (Agency or establishment) U. S. Environmental Protection Agency		DATE RECEIVED <i>9/27/2004</i>	
2 MAJOR SUBDIVISION Office of Solid Waste and Emergency Response		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Emergency Prevention, Preparedness and Response		In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669	DATE <i>2-9-05</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</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 6 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 <i>9/15/04</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 047 - System for Risk Management Plans (SRMP)		
	<i>cc Agency, NARA</i>		

EPA Records Schedule 047

Status: Final, 11/30/2009

Title: System for Risk Management Plans (SRMP)

Program: Emergency Prevention, Preparedness and Response

Applicability: Agency-wide

Function: 104-008-02 - EPA Emergency Preparedness

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.

- N1-412-05-2

Description:

The System for Risk Management Plans (SRMP) is a suite of electronic systems containing information relating to risk management plans submitted by facilities in accordance with the Clean Air Act, Section 112(r). Affected facilities are to develop risk management programs which will prevent and minimize consequences of accidental releases of certain hazardous chemicals that could harm public health and the environment.

Facilities submit risk management plans (RMPs) every five years, or more frequently per 40 CFR Part 68. RMPs consist of the submitter's registration; an executive summary providing a description of the submitter's activities as they relate to covered processes and program elements; graphics files that supplement required textual information; and data elements that address compliance with each of the rule elements.

RMPs are received at EPA's reporting center and additional, processing-related data are added to each. Parts of the RMPs are then made available via a public access system on the Internet. (After September 11, 2001, the site is temporarily unavailable; portions of RMPs are available to the public on request.) Complete RMPs are also available through a system for implementing agencies and other public local, federal and state officials, as required by the Chemical Safety Information, Site Security, and Fuels Regulatory Relief Act (CSISSFRRA) and its rule.

The SRMP is comprised of the following components: RMP*Submit enables facilities to input their RMPs and output them in a common, standard, non-proprietary format.

RC*Submit is used by the reporting center for entering RMPs that are submitted in paper format.

RMP*Process enables the reporting center to capture the RMPs (electronic and paper); check for completeness; store plans, graphics and reports prior to uploading to a database; add additional data (including a Facility ID); and print reports.

RMP*Maintain stores the RMPs, graphics, error reports, and selected tracking information and allow for the preparation of notification letters.

RMP*Info provides access by EPA and the public to non-sensitive RMP data, including the processing data added at the reporting center. As noted above, this system is temporarily unavailable on the Internet for security reasons.

RMP*Review enables covered persons to analyze complete RMPs including the processing data added at the reporting center and audit and user-defined-field data that they enter. Non-covered persons can use RMP*Review with the sensitive data omitted.

The RMPs as originally submitted to EPA, and records for carrying out the RMP program by the implementing agencies are scheduled separately.

Output and reports from the System are used by EPA, other federal agencies, states and local government officials, including emergency personnel; industry; academia; the media; and the public. EPA uses the data for risk assessment, compliance, emergency response, analysis of national trends in accident prevention and chemical process safety, vulnerability analysis, and related activities. Other federal agencies, as well as state and local governments, have turned to the data base for counterterrorism analysis and other activities.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Delete when superseded or obsolete.

Item b: Input

- **Disposable**
- Delete when data have been entered into the SRMP and verified.

Item c: Electronic data (RMP*Maintain) Executive Summary

- **Permanent**
- Close file every 15 years on June 20th, starting in 2014.
- Transfer the data to the National Archives after file closure, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item d: (RMP*Maintain) Data

- **Permanent**
- Close file every 15 years on June 20th, starting in 2014.

- Transfer data to the National Archives after file closure, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item e: (RMP*Maintain) Graphics

- **Disposable**
- Close file every 15 years on June 20th, starting in 2014.
- Delete after file closure.

Item f: (RMP*Review) Audit and User-Defined Data

- **Disposable**
- Close file annually.
- Delete 7 years after file closure.

Item g: All other data

- **Disposable**
- Close file when superseded.
- Delete after file closure.

Item h: Output and reports

- **Disposable**
- File with related records. Follow instructions for related records or EPA 175 - Print Files, whichever has the longer retention.

Item i: System documentation

- **Permanent**
- Close file every 15 years on June 20th, starting in 2014.
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. This documentation is transferred along with the transfer of the electronic data (subitems c and d).

Guidance:

OSWER headquarters, through the reporting center, is responsible for the original, submitted RMPs and data in the central system (RC*Submit, RMP*Process, RMP*Maintain, RMP*Info) as well as the record

copy of all software and software documentation, but the implementing agencies will manage the records they use for implementing the program, etc. The original RMPs, and the RMP implementation-related records managed by the implementing agencies are all covered by EPA 044. By default, regions are the RMP implementing agencies.

States can choose to take delegation of this program, and if so, they become the implementing agency. If the state is the implementing agency, they are responsible for the program records. Records related to EPA oversight of the state program are covered in EPA 203.

Records containing sensitive information (e.g., offsite consequence analysis (OCA) data) must be shredded or otherwise definitively destroyed to protect confidentiality.

Data that has been transferred to NARA may be deleted annually at the end of the fiscal year, so that only the most recent 15 years of data are retained.

RMP software, software documentation, and lookup files, etc., delivered to EPA as a deliverable are also covered by EPA 258, item b. Although they do not have to be kept under this schedule, they do need to be kept temporarily as directed by EPA 258b.

Reasons for Disposition:

The following change was made in the 11/30/2009 version:

- Revised title of disposition item i.

SRMP is a vehicle for facilities to submit RMPs to the implementing agency and also serves as a national repository of data on hazard assessments. Data will be available to the public through the EnviroFacts system (EPA 098) on the EPA Internet site. The system is temporarily unavailable on the Internet for security reasons; however, the data are available on request. The system also supports EPA's regulatory and enforcement activities.

In 1997, a work group representing the RMP program's various stakeholders determined that the system should maintain RMPs on-line for 15 years. June 20th is the anniversary date for the first submission of RMPs in 1999.

Custodians:

Office of Solid Waste and Emergency Response, Office of Emergency Management

- **Contact:** Sicy Jacob
- **Telephone:** 202-564-8019

Related Schedules:

EPA 044, EPA 098, EPA 175, EPA 203, EPA 258

Previous NARA Disposal Authority:

Entry: 03/17/1997

EPA Approval: 09/15/2004

NARA Approval: 02/09/2005