

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-06-15</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3-8-2006</i>	
1 FROM (Agency or establishment)  U.S Environmental Protection Agency		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  Constance Downs	5 TELEPHONE  202-566-1640	DATE <i>9/20/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alex W. ...</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 <u>3</u> 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,  <input checked="" type="checkbox"/> is not required,                      is attached, or                      has been requested			
DATE <i>2/27/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE Constance Downs <i>Constance Downs</i>	TITLE Acting 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Sampling and Analytical Data Files- Superfund Site-Specific	N1-412-95-6	

*See 9/24/07 copies sent to Agency, NWMD, NWMU, NR*

**This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.**

## **EPA Records Schedule 018**

**Status:** Draft, 08/09/2006

**Title:** Sampling and Analytical Data Files - Superfund Site-Specific

**Program:** Superfund

**Applicability:** Agency-wide

**Function:** 108-024-01 - Site and Area Evaluation and Cleanup

### **NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards

- N1-412-06-15

### **Description:**

Records relate to chemical analysis services performed to support Superfund remedial and removal site-specific activities. Comprised of records created by laboratories, including through the Contract Laboratory Program (CLP).

Contains sample results and supporting documentation including document inventory forms, data summaries, field sheets, chain of custody forms, data sheets and reports, analyst log books, sample logbooks, correspondence, quality assurance and data validation files, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) Sample Preparation (RAS), and Special Analytical Services (SAS).

### **Disposition Instructions:**

#### **Item a:** Current files

- Disposable
- Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set are completed. Destroy when all cost recovery actions have been completed, or 30 years after file closure, whichever is sooner

#### **Item b:** Purge files

- Disposable
- Close inactive records upon completion of primary or major data review/validation and data

validation summary reports for the sample set are completed Destroy 30 years after file closure.

**Item c:** HQ and Sample Management Office (SMO) files

- Disposable
- Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set are completed Destroy 30 years after file closure.

**Item d:** EMSL/LV lab performance evaluation files

- Disposable
- Close inactive records upon completion of lab performance evaluation. Destroy 6 months after file closure.

**Item e:** Regional lab records that include in-house sampling

- Disposable
- Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set are completed Destroy when all cost recovery actions have been completed, or 30 years after file closure, whichever is sooner.

**Guidance:**

Records covered include analyses conducted by EPA labs and special studies conducted by other labs as well as CLP data Selected records from this series such as copies of data summaries may be filed as part of the removal and remedial site files and the administrative records and would be disposed of in accordance with the disposition instructions for those records. See EPA 013, EPA 014, and EPA 019

The Agency maintains multiple copies of CLP files as follows

The current file contains the region's review of all analyses and includes tracking documentation of samples and analytical results, a copy of the raw data and analytical results pertaining to the samples, the region's review of the data packages; and a copy of the SMO's contract compliance screening (CCS) findings. The current file documents the region's review and assessment of the contractor's work

The purge file contains the original records documenting the sampling event and the laboratories' analysis The purge file provides an audit trail for each analysis performed by a particular CLP lab or group of samples belonging to a specific CLP case number

The SMO File contains contract deliverables, the contract compliance screening results, and related contract documents The SMO File is used to determine contract compliance and contractor payment

Additional information on the types of files can be found in the following documents.

"Procedures for the Transfer of Contract Laboratory Program (CLP) Files for Storage in the Federal Records Center," Submitted to Office of Solid Waste and Emergency Response, Hazardous Site Evaluation Division, August 1992, by American Management Systems under Contract 68-W9-0039, Delivery Order 074.

"CLP Records Management, Region 5, Management Briefing, Final, June 1992, prepared by American

## Management Systems Inc

Sampling and analytical data files other than Superfund site-specific are covered in EPA 223 Superfund site-specific contract management records are scheduled as EPA 020 See EPA 025 for site-specific enforcement actions.

Final reports are permanent records and are scheduled under EPA 258 - Final Deliverables and Reports.

There are a number of systems records related to this series, including

- EPA 062 - Lab Automation System (LBAU)
- EPA 064 - CLP Analytical Results Data Base (CARD)
- EPA 065 - Sample Tracking and Invoice Payment System (TIP)
- EPA 067 - CLP Statistical Data Base (STAT)

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded with witnessed disposal for records destroyed by contractors.

Specific legal citations include, but are not limited to.

- Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 40 USCA 9604
- 40 CFR Part 300

### **Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention has not changed.

Item f for electronic copies created with word processing and electronic mail applications was deleted 08/09/2006 pursuant to NARA Bulletin 2006-04.

### **Custodians:**

Multiple units

### **Related Schedules:**

EPA 013, EPA 014, EPA 019, EPA 020, EPA 025, EPA 062, EPA 064, EPA 065, EPA 067, EPA 258

### **Previous NARA Disposal Authority:**

NC1-412-85-18/23, N1-412-95-6

**Entry:** 03/27/1991

**EPA Approval:** 02/27/2006

**NARA Approval:** Pending