

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-06-16</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>2/3/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen 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 <i>Constance Downs</i> Constance Downs	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Administrative Records - Superfund Site-Specific	N1-412-94-4/2	

*BY 9/4/07 copies sent to Agency, NWRM, NWRM, NWRM, NO*

# EPA Records Schedule 019

**Status:** Final, 02/29/2008

**Title:** Administrative Records - Superfund Site-Specific

**Program:** Superfund

**Applicability:** Regions

**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), 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.

- N1-412-06-16

## **Description:**

The Administrative Record (AR) is a subset of the remedial and removal site file compiled and made available to the public as the basis for selected Superfund response actions. Specific types of records include Action Memoranda, Administrative Orders, Consent Orders, Applicable or Relevant and Appropriate Requirements (ARARs), the Preliminary Assessment/Site Inspection, the Remedial Investigation/Feasibility Study, Community Relations Plans, correspondence, fact sheets, news clippings, work plans, Natural Resource Trustee information, site reports, the proposed and approved remedial action, POLREPs, Potentially Responsible Party (PRP) letters, the Record of Decision (ROD), technical assistance documentation, technical issue papers, public meeting transcripts, public comments on the development of the Administrative Record, and an index to the record.

## **Disposition Instructions:**

### **Item a(1):** Record copy - Nonelectronic

- **Permanent**
- Close inactive remedial records upon issuance of Record of Decision (ROD) for the site or operable unit and appropriate milestones thereafter. Close inactive removal records upon issuance of the Action Memo or appropriate decision document.
- Transfer to the National Archives 30 years after file closure. If record is microform, destroy paper after quality assurance

### **Item 'a(2):** Record copy - Electronic

- **Permanent**
- Close inactive remedial records upon issuance of Record of Decision (ROD) for the site or operable unit and appropriate milestones thereafter. Close inactive removal records upon issuance of the Action Memo or appropriate decision document.
- Transfer to the National Archives 5 years after file closure, with any related documentation or external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

The designated regional Superfund Administrative Record Coordinator is responsible for maintaining and implementing the disposition for the record copy of this item. Records may need to be kept longer if ongoing or possible litigation or public interest warrants, as determined by the AR Coordinator. Repository copies should be disposed of upon authority of the AR Coordinator. All other copies held in any other office are reference copies and may be destroyed when no longer needed.

Documents referenced in the AR but not physically located in it (e.g., guidance documents located in a guidance compendium) need to have the same retention as the AR. Otherwise, the document must be included in the AR. Guidance documents may already be scheduled as EPA 007 for directives and policy guidance documents issued by specific programs and regions, EPA 149 for regulations, standards, and guidelines, or EPA 150 for dockets.

The AR is a subset of the removal or remedial site files, scheduled as EPA 013 and EPA 014, respectively. Other related Superfund site records include the following

- EPA 001 - Grants and Other Program Support Agreements - Superfund Site-Specific
- EPA 010 - Site Assessment
- EPA 012 - Federal Facilities Hazardous Waste Sites
- EPA 018 - Sampling and Analytical Data Files - Superfund Site-Specific
- EPA 020 - Contract Management Records - Superfund Site-Specific
- EPA 024 - Cost Recovery Records

- EPA 025 - Enforcement Actions - Superfund Site-Specific

Additional guidance on the contents and procedures for the AR are found in OSWER Directive No. 9833.3A-1, Final Guidance on Administrative Records for Selecting CERCLA Response Actions.

Microfilm copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. It is recommended that the unit retain a silver set as well as diazo sets which will simplify making copies. If records are not filmed, apply disposition a to the paper records.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

Specific legal citations include, but are not limited to:

- Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, Sec. 113 and 117, 42 USCA 9613 and 9617
- 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 following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item b 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 001, EPA 007, EPA 010, EPA 012, EPA 013, EPA 014, EPA 018, EPA 020, EPA 024, EPA 025, EPA 149, EPA 150

**Previous NARA Disposal Authority:**

NC1-412-85-18/23, N1-412-94-4/2

**Entry:** 03/27/1991

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

**NARA Approval:** 08/31/2007