

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 71-412-06-18	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3-8-2006	
1. FROM (Agency or establishment) U.S Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Constance Downs	5 TELEPHONE 202-566-1640	DATE 9/27/07	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/27/06	SIGNATURE OF AGENCY REPRESENTATIVE Constance Downs <i>[Signature]</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Cost Recovery Records	N1-412-03-11	

SA 9/24/07 Copies sent to Agency and NIR

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 024

Status: Draft, 08/09/2006

Title: Cost Recovery Records

Program: Superfund, Oil

Applicability: Agency-wide

Function: 108-025-08 - Compliance and Enforcement

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.

- N1-412-06-18

Description:

Site-specific records relating to activities undertaken to secure response costs from responsible parties at Superfund remedial and removal sites and oil spills. Records used for cost recovery actions include compilations of documentation that describe technical aspects of the response action and cost accounting information necessary to document the costs incurred to implement the response action. Specific types of records include the cost recovery documentation checklist, Software Package for Unique Reports (SPUR), computation schedules supporting Agency indirect costs, categorical cost summaries, contractor cost information, cost reports and invoices, treasury schedules, field expenses, letter reports/Pre-FY86 cost vouchers, payment records, payroll summaries, Federal employee timesheets, travel authorizations and vouchers, work assignments, cost summary package, cost recovery deliverables, closeout memorandum, and the 10 point document. Also includes work performance documents such as work assignments, statements of work, interagency and cooperative agreements, field notes, technical direction documents (TDDs), lab reports, monthly reports, daily activity reports, affidavits and acknowledgments of completion.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records when cost recovery action is completed. Destroy 30 years after file closure.

Guidance:

The cost recovery unit is responsible for maintaining the record copy of this series and implementing the process which ensures appropriate documentation is contained in the files and the disposition.

Copies of these documents may be found in other series such as:

- EPA 001 - Grants and Other Program Support Agreements - Superfund Site Specific
- EPA 010 - Site Assessment
- EPA 012 - Federal Facilities Hazardous Waste Sites
- EPA 013 - Removal Site Files - Superfund Site Specific
- EPA 014 - Remedial Site Files - Superfund Site Specific
- EPA 018 - Sampling and Analytical Data Files - Superfund Site Specific
- EPA 020 - Contract Management Records - Superfund Site Specific
- EPA 025 - Enforcement Actions - Superfund Site Specific
- EPA 480 - Enforcement Actions - Oil Site Specific
- EPA 481 - Removal Records - Oil Spill Site Specific

SCORPIOS (Superfund Cost Recovery Package Imaging and On-Line System), EPA 052, is the image processing system being used to facilitate the storage and retrieval of cost documentation. Claims Against the Fund are scheduled as EPA 087. Records related to the Local Government Reimbursement Program are covered in EPA 080. See EPA 085 for Administrative Decision Records dealing with potentially responsible parties' petitioning the Fund for reimbursement.

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 or otherwise definitively destroyed 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, Sec. 104, 106 and 107, 42 U.S.C. 9604, 9606 and 9607
- Oil Pollution Act, as amended, Sec. 1002, 33 U.S.C. 2702
- 40 CFR Part 9
- 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.

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 010, EPA 012, EPA 013, EPA 014, EPA 018, EPA 020, EPA 025, EPA 052, EPA 080, EPA 085, EPA 087, EPA 480, EPA 481

Previous NARA Disposal Authority:

NC1-412-85-27/II/7, NC1-412-85-27/III/6, N1-412-94-3/5, N1-412-03-11

Entry: 05/30/1991

EPA Approval: 02/27/2006

NARA Approval: Pending