

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-412-06-31</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>8-3-2006</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 Adisposition not approved or Awithdrawn in column 10.	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis	5 TELEPHONE  202-566-1643	DATE <i>7/27/06</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; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>7/27/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <i>John B. Ellis</i>	TITLE 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

EPA 234 Underground Injection Control Databases

*LC 7/16/08 copies sent to agency & NWM E*

# EPA Records Schedule 234

**Status:** Final, 10/31/2009

**Title:** Underground Injection Control Databases

**Program:** Water

**Applicability:** Regions

**Function:** 108-025-03-01 - Underground Injection Control

## **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.

- N1-412-06-31

## **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) databases 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 databases 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**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout their authorized retention period.

**Item b: Input**

- **Varies**
- Follow instructions for EPA 171.

**Item c: Electronic data**

- **Permanent**
- Close at each major version change.
- Transfer to the National Archives after file closure, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

**Item d: Output and reports**

- **Varies**
- File with related records and follow instructions for the related records.

**Item e: System documentation**

- **Permanent**
- Transfer to the National Archives those records necessary to document how the system captures, manipulates, and outputs data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Documentation is transferred with the electronic data (item c).

**Guidance:**

UIC permits are covered in EPA 205. See EPA 207 for enforcement action 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 for RCRA generators, transporters, and TSD facilities and EPA 206 for RCRA corrective actions.

**Reasons for Disposition:**

The following changes were made in the 10/31/2009 version:

- Revised wording in disposition instructions for items a, b and d.
- Revised title of disposition item e.
- Updated cross references.

EPA regional offices maintain separate databases 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).

Regional systems may include facility information from tribal lands. In the EPA regional office in

Chicago, for example, a tribal code is entered to designate which reservation the well is located within

**Custodians:**

Multiple units

**Related Schedules:**

EPA 171, EPA 205, EPA 206, EPA 207, EPA 211, EPA 432, EPA 478

**Previous NARA Disposal Authority:**

None

**Entry:** 09/05/1994

**EPA Approval:** 07/27/2006

**NARA Approval:** 02/01/2008