

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>77-412-07-4</b>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>11-15-06</b>	
1. FROM (Agency or establishment) <b>U.S. Environmental Protection Agency</b>		<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 <b>John B. Ellis</b>	5 TELEPHONE <b>202-566-1643</b>	DATE <b>4/18/07</b>	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 ___ 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 <b>1/2/06</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>John B. Ellis</b> <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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

1.	EPA 086 – National Contingency Plan (NCP) Product Files	NC1-412- <del>85-10/11</del> <sup>94-3/17</sup> ^
2.	EPA 092 – Spill Prevention Control and Countermeasure (SPCC) Facility Plans	NC1-412- <del>85-21/5b</del> <sup>76-1/1/66</sup> ^
3.	EPA 093 – Oil Removal Contingency Plans	N1-412-94-4/18

**This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the [Records Help Desk](#).**

## EPA Records Schedule 086

**Status:** Development, 11/16/2006

**Title:** National Contingency Plan (NCP) Product Files

**Program:** Oil

**Applicability:** Agency-wide

**Function:** 104-010-02 - Anthropogenic Spills and Incidents Response

### **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 at the time of transfer.

- Pending

### **Description:**

The National Contingency Plan (NCP) requires EPA to maintain an NCP Product Schedule of dispersants and other chemical or biological products that may be authorized for use on oil discharges. Applicants who wish to list their product must submit the appropriate technical product data to EPA in accordance with 40 CFR 300, Subpart J. Records associated with NCP product files include the NCP Product Schedule and associated data base, vendor applications, interim correspondence, telephone notes, Agency and contractor review documentation, correspondence, Technical Bulletins, and associated records.

### **Disposition Instructions:**

**Item a:** Record copy

- Disposable
- Close inactive records when superseded or obsolete. Destroy 10 years after file closure.

### **Guidance:**

Reference copies of the NCP Product Schedule and Technical Bulletins held in the Regions are disposable when no longer needed.

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.

### **Reasons for Disposition:**

Records provide ongoing support and reference for oil on water spills. These records are not permanent at this time because no formal approval process or decision element by the Agency is in place. The Agency is currently accepting applications and product information only.

Item b for electronic copies created with word processing and electronic mail applications was deleted 08/15/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Solid Waste and Emergency Response, OPC

- **Contact:** William Nichols
- **Telephone:** 703-603-9918

**Related Schedules:**

**Previous NARA Disposal Authority:**

N1-412-94-3/17

**Entry:** 07/15/1992

**EPA Approval:** Pending

**NARA Approval:** Pending

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

## EPA Records Schedule 092

**Status:** Development, 10/25/2006

**Title:** Spill Prevention Control and Countermeasure (SPCC) Facility Plans

**Program:** Oil

**Applicability:** Regions

**Function:** 104-008-01 - EPA Emergency Prevention

### **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 at the time of transfer.

- Pending

### **Description:**

Records detail prevention programs submitted by owners and operators of facilities, submitted to regional offices as required by regulations. Includes plans and amendments prescribed by the Regional Administrator. Also includes inspection data forms without violations.

### **Disposition Instructions:**

#### **Item a:** Record copy

- Disposable
- Close inactive records upon completion of amendment implementation or end of year. Destroy 5 years after file closure.

### **Guidance:**

Removal actions for oil spill sites are scheduled as EPA 481 and enforcement actions as EPA 480.

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

Specific legal citations include:

- Federal Water Pollution Control Act, Sections 311(j)(1)(C), 311(j)(2), 501(a)
- 40 CFR 112

**Reasons for Disposition:**

Disposition previously approved by the National Archives.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/15/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 480, EPA 481

**Previous NARA Disposal Authority:**

NC1-412-76-1/V/6b, NC1-412-85-21/5b

**Entry:** 06/11/1993

**EPA Approval:** Pending

**NARA Approval:** Pending

**This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the [Records Help Desk](#).**

## EPA Records Schedule 093

**Status:** Development, 10/25/2006

**Title:** Oil Removal Contingency Plans

**Program:** Oil

**Applicability:** Regions

**Function:** 104-008-02 - EPA Emergency Preparedness

### **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 at the time of transfer.

- Pending

### **Description:**

Consists of state, local, and regional contingency plans for oil removal, providing for the coordination of the total response to an oil discharge so that contingency organizations can function independently, in conjunction with each other, or in conjunction with the National and Regional Response Teams established by the National Oil and Hazardous Materials Pollution Contingency Plan. Copies are widely distributed to state, local, and other federal agencies.

### **Disposition Instructions:**

#### **Item a:** Record copy

- Disposable
- Close inactive records when superseded. Destroy immediately after file closure.

### **Guidance:**

Programs should retain only current version of each jurisdictional plan.

Item b for electronic copies created with word processing and electronic mail applications was deleted 08/15/2006 pursuant to NARA Bulletin 2006-04.

### **Reasons for Disposition:**

Current plans are retained only for immediate reference during emergency situations. Originating jurisdictions are responsible for record copies.

**Custodians:**

Multiple units

**Related Schedules:**

**Previous NARA Disposal Authority:**

N1-412-94-4/18

**Entry:** 06/21/1993

**EPA Approval:** Pending

**NARA Approval:** Pending