

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-07-5</i>	
To. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-15-2006</i>	
1 FROM (Agency or establishment)  U.S. Environmental Protection Agency		<p align="center"><b>NOTIFICATION TO AGENCY</b></p> <p>In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked Adisposition not approved or Awithdrawn in column 10.</p>	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis	5 TELEPHONE  202-566-1643	DATE <i>9/2/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</i>
<p>6 AGENCY CERTIFICATION</p> <p>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,</p> <p><input checked="" type="checkbox"/> is not required;    <input type="checkbox"/> is attached; or    <input type="checkbox"/> has been requested</p>			
DATE <i>11/2/06</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 012 Federal Agency Hazardous Waste Compliance Site Files

N1-412-94-3/2

# EPA Records Schedule 012

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

**Title:** Federal Agency Hazardous Waste Compliance Site Files (Federal Facilities Files)

**Program:** Superfund

**Applicability:** Agency-wide

**Function:** 108-025-05 - Manage Risks from Wastes

## **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.

- N1-412-07-5

## **Description:**

Includes site-specific records relating to hazardous waste sites at federal facilities that have been submitted under RCRA or CERCLA for preliminary assessments. Specific types of records include correspondence, memoranda, meeting notes, work plans, financial and technical progress reports, statements of work and other site-specific contract documentation, hazardous ranking system (HRS) packages, national priorities list (NPL) determination, preliminary assessments (PA), site assessments (SA), sampling and analysis data, pollution reports (POLREPs), endangerment assessments, risk assessments, health and safety plans, remedial investigations (RI) reports, feasibility study (FS) reports, proposed plans for selected remedial action, and applicable or relevant and appropriate requirements (ARARs), concurrence memoranda, concurrence reports, remedial design and remedial action (RD/RA) reports, community relations plans (CRPs), public meeting notes, RCRA closure and post closure reports, RCRA compliance reports, delisting correspondence, and other related records needed to document the RCRA, CERCLA, or preliminary assessment activities conducted at federal facility hazardous waste sites.

## **Disposition Instructions:**

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

- **Permanent**
- Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter.

- Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.

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

- **Permanent**
- Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter.
- Transfer to the National Archives 5 years after file closure, with any related documentation and 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 regional unit responsible for managing the federal facilities process is responsible for managing and implementing the disposition of these records and determining the appropriate milestones in accordance with this schedule.

The Federal Facilities Information System (FFIS) is scheduled as EPA 058. Other regional records related to monitoring of federal facilities are covered in EPA 137.

Specific legal citations include:

- Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, Section 120
- Resource Conservation and Recovery Act, as amended, Section 3016
- 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.

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 instructions for item a(3).

The following items changed or deleted in the 10/25/2006 version when the schedule revised as media neutral.

- Item a - Paper (non-microformed and non-imaged) changed to Item a - Record copy.
- Item b - Paper (microformed) deleted.
- Item c - Paper (imaged or other magnetic media) deleted.
- Item d - Microform deleted.
- Item e - Optical disk (or other magnetic media) deleted.

Item f for electronic copies created with word processing and electronic mail applications was deleted 08/14/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 058, EPA 137

**Previous NARA Disposal Authority:**

NC1-412-76-1/I/14, NC1-412-84-1/9, NC1-412-85-18/25, NC1-412-85-19/12, N1-412-94-3/2

**Entry:** 03/27/1991

**EPA Approval:** 11/02/2006

**NARA Approval:** 09/20/2007