

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-07-8</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 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.</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>4/25/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alle 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 <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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 481 - Removal Records - Oil Spill Site-Specific

N1-412-94-2/46

*SA copies sent to Agency, NWMD, NWMG, NWMU, NR*

**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 481

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

**Title:** Removal Records - Oil Spill Site-Specific

**Program:** Oil

**Applicability:** Agency-wide

**Function:** 108-024-01-01 - Perform Removals

## **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:**

Site-specific records relating to emergency, time-critical and non-time-critical removal activities conducted by EPA and non-EPA lead (e.g., PRP, state, federal facilities, other) entities in response to an oil spill. Specific types of records include correspondence, memoranda, work plans, financial and technical progress reports, sampling and analysis data, pollution reports (POLREPs), statements of work and other site-specific contract documentation.

## **Disposition Instructions:**

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

- Disposable
- Close inactive records upon completion of cost recovery. Destroy 30 years after file closure. If record is microform, destroy paper after quality assurance is complete.

## **Guidance:**

If the removal action becomes part of a remedial action, records are to be reassigned to the remedial site file and the regional unit responsible for managing the removal process is responsible for maintaining and implementing the disposition in accordance with EPA 014.

See EPA 480 for Enforcement Actions - Oil Spill Site-Specific.

Reference copies of these files held by all other offices can be destroyed when no longer needed to support current activities.

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. It is recommended that a silver master and diazo copy be maintained on site to simplify making copies.

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.

Specific legal citations include:

- Federal Water Pollution Control Act, as amended by the Oil Pollution Act of 1990, Sec. 4201, 4306
- 40 CFR Part 110

### **Reasons for Disposition:**

Records are required as part of the complete documentation of the removal process and for cost recovery support. However, because there is no follow-up monitoring performed by the Agency for stand-alone removal actions, permanent retention is not required. Thirty year retention is sufficient to allow for any follow-up activity. If removal site requires additional action at a later date, the retention is determined by adding thirty years to the date of the later action, not the original removal.

Item d for electronic copies created with word processing and electronic mail applications deleted 08/22/2006 pursuant to NARA Bulletin 2006-04.

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

Item a - Paper (non-microformed) or microform changed to Record copy.

Item b - Paper (microformed) deleted.

Item c - Microform deleted.

### **Custodians:**

Multiple units

### **Related Schedules:**

EPA 014, EPA 480

### **Previous NARA Disposal Authority:**

N1-412-94-2/46

**Entry:** 06/03/1993

**EPA Approval:** Pending

**NARA Approval:** Pending