

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-412-07-15</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-28-2006</i>	
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request, including amendments, is approved except for items that may be marked A disposition not approved or A withdrawn in column 10.	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>4/13/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Warrick</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>11/16/06</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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 693 – Enforcement – Toxic Substances Program

NC1-412-85-13/10f(1) and (2)

21 copies sent to Agency, NM MD, NWMG, NWMN, NR

EPA Records Schedule 693

Status: Final, 02/29/2008

Title: Enforcement - Toxic Substances Program

Program: Enforcement and Compliance Assurance

Applicability: Headquarters

Function: 108-025-08 - Compliance and Enforcement

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.

- N1-412-07-15

Description:

Contains documents pertaining to the compliance monitoring and enforcement program for controlling toxic substances. Documents and data relating to statements of program, guidance, policies, strategies, analysis of state laws, interim and final authorities and statements of Attorney General.

Also contains documents pertaining to EPA's enforcement of toxic substances statutes, regulations, and standards. Documents include case development and litigation support files, background studies, legal documents, opinions, reports, attorney work product, surveillance reports, violation notices and compliance orders.

Disposition Instructions:

Item a: Compliance monitoring and enforcement for controlling toxic substances

- **Disposable**
- Close inactive records upon completion of the program.
- Destroy 20 years after file closure.

Item b(1): Enforcement of toxic substances statutes, regulations, and standards - Nonelectronic

- **Permanent**
- Close inactive records upon the completion of the action.
- Transfer to the National Archives in 5 year blocks 18 years after file closure.

Item b(2): Enforcement of toxic substances statutes, regulations, and standards - Electronic

- **Permanent**
- Close inactive records upon the completion of the action.
- 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 b(3): Enforcement of toxic substances statutes, regulations, and standards - 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:

See EPA 207 for enforcement actions referred to Regional Counsel.

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's recordkeeping system. The retention has not changed.

The following changes were made in the 02/29/2008 version:

- Divided item b into three subitems, b(1)-(3).
- Revised the titles of disposition items b(1)-(3).
- Revised the disposition instruction for item b(3).

Item c for electronic copies created with word processing and electronic mail applications deleted 08/23/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Enforcement and Compliance Assurance

- **Contact:**
- **Telephone:**

Related Schedules:

EPA 207

Previous NARA Disposal Authority:

NC1-412-85-13/10f(1) and (2)

Entry: 11/03/1993

EPA Approval: 11/16/2006

NARA Approval: 04/18/2007

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 693

Status: Development, 11/09/2006

Title: Enforcement - Toxic Substances Program

Program: Enforcement and Compliance Assurance

Applicability: Headquarters

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 at the time of transfer.

- Pending

Description:

Contains documents pertaining to the compliance monitoring and enforcement program for controlling toxic substances. Documents and data relating to statements of program, guidance, policies, strategies, analysis of state laws, interim and final authorities and statements of Attorney General.

Also contains documents pertaining to EPA's enforcement of toxic substances statutes, regulations, and standards. Documents include case development and litigation support files, background studies, legal documents, opinions, reports, attorney work product, surveillance reports, violation notices and compliance orders.

Disposition Instructions:

Item a: Compliance monitoring and enforcement for controlling toxic substances

- Disposable
- Close inactive records upon completion of the program. Destroy 20 years after file closure.

Item b: Enforcement of toxic substances statutes, regulations and standards

- Permanent
- Close inactive records upon the completion of the action. Transfer nonelectronic records to the National Archives in 5 year blocks 18 years after file closure. Transfer electronic records every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

This schedule was updated on 3/30/2007

Guidance:

See EPA 207 for Enforcement Action Files referred to Regional Counsel.

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's recordkeeping system. The retention has not changed.

Item c for electronic copies created with word processing and electronic mail applications deleted 08/23/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Enforcement and Compliance Assurance

- **Contact:**
- **Telephone:**

Related Schedules:

EPA 207

Previous NARA Disposal Authority:

NC1-412-85-13/10f(1) and (2)

Entry: 11/03/1993

EPA Approval: Pending

NARA Approval: Pending

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EPA Records Schedule 693

Status: Draft, 03/30/2007

Title: Enforcement - Toxic Substances Program

Program: Enforcement and Compliance Assurance

Applicability: Headquarters

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 at the time of transfer.

- N1-412-07-15

Description:

Contains documents pertaining to the compliance monitoring and enforcement program for controlling toxic substances. Documents and data relating to statements of program, guidance, policies, strategies, analysis of state laws, interim and final authorities and statements of Attorney General.

Also contains documents pertaining to EPA's enforcement of toxic substances statutes, regulations, and standards. Documents include case development and litigation support files, background studies, legal documents, opinions, reports, attorney work product, surveillance reports, violation notices and compliance orders.

Disposition Instructions:

Item a: Compliance monitoring and enforcement for controlling toxic substances

- **Disposable**
- Close inactive records upon completion of the program.
- Destroy 20 years after file closure.

Item b: Enforcement of toxic substances statutes, regulations and standards

- **Permanent**
- Close inactive records upon the completion of the action.
- Transfer nonelectronic records to the National Archives in 5 year blocks 18 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 18 years after file closure.

Guidance:

See EPA 207 for enforcement actions referred to Regional Counsel.

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's recordkeeping system. The retention has not changed.

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Related Schedules:

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Previous NARA Disposal Authority:

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Entry: 11/03/1993

EPA Approval: 11/16/2006

NARA Approval: Pending