

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-21</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 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>3/27/02</i>	ARCHIVIST OF THE UNITED STATES <i>Allan Weinstein</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>1/17/06</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

- | | | |
|----|--------------------------------------------|-----------------|
| 1. | EPA 223 Sampling and Analytical Data Files | N1-412-93-1 |
| 2. | EPA 229 Rapid Tax Amortization Files | NC1-412-85-20/6 |
| 3. | EPA 236 Permit Appeal Files | N1-412-98-5 |

EPA Records Schedule 223

Status: Final, 11/30/2008

Title: Sampling and Analytical Data Files

Program: All Programs, with exceptions

Applicability: Agency-wide

Function: 108-025 - Pollution Prevention and 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.

- N1-412-07-22/1

Description:

Records relate to chemical analysis services performed to support the Agency's environmental programs. Includes analysis conducted through the Contract Laboratory Program (CLP), including sample results in the form of current files, purge files, and Sample Management Office (SMO) files. Regional lab records include in-house sampling. Supporting documentation includes document inventory form, data summaries, field sheets, chain of custody, data reports, analyst log books, sample logbooks, data sheets, correspondence, quality assurance and data validation files, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) and Special Analytical Services (SAS).

Excludes: Superfund site-specific sampling and analytical data files scheduled as EPA 018

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records upon completion of sampling activity.
- Destroy 10 years after file closure

Guidance:

Office may retain files if the activities are likely to become a compliance or enforcement issue. Compliance files are covered in EPA 211 and enforcement files are EPA 207. Final reports are permanent records and are scheduled under EPA 258 - Final Deliverables and Reports.

There are a number of systems records related to this series including

- EPA 062 - Lab Automation System (LBAU)
- EPA 064 - CLP Analytical Results Data Base (CARD)
- EPA 065 - Sample Tracking and Invoice Payment System (TIP)
- EPA 067 - CLP Statistical Data Base (STAT)

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality

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.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04

Custodians:

Multiple units

Related Schedules:

EPA 018, EPA 062, EPA 064, EPA 065, EPA 067, EPA 207, EPA 211, EPA 258

Previous NARA Disposal Authority:

N1-412-93-1

Entry: 07/01/1992

EPA Approval: 11/17/2006

NARA Approval: 03/22/2007

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 229

Status: Development, 11/07/2006

Title: Rapid Tax Amortization Files

Program: All Programs

Applicability: Regions

Function: 108-025-07 - Prevent Pollution

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 records used to grant federal tax deductions to facilities that have installed pollution control equipment and devices. Records consist of applications, state certifications, technical and legal reviews by regional offices, federal certification, and related correspondence.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records upon federal certification. Destroy 7 years after file closure.

Guidance:

Specific legal citations include:

- 26 U.S.C. 169
- 40 CFR Part 20

Reasons for Disposition:

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.

Item b for electronic copies created with word processing and electronic mail applications deleted

08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-85-20/6

Entry: 09/21/1992

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 236

Status: Development, 11/07/2006

Title: Permit Appeal Files

Program: All Programs

Applicability: Regions

Function: 204-079 - Permits and Licensing

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 records used to document the appeal process of permits issued by EPA regional offices. Includes copies of the administrative record, requests for evidentiary hearings, responses and/or petitions for review and responses, reply briefs, hearing transcripts, research, settlement records, orders, motions and final decisions of the Regional Administrator, Administrative Law Judge and/or Environmental Appeals Board.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records when final decision on appeal is handed down. Destroy 10 years after file closure.

Guidance:

This schedule covers records maintained in the Office of Regional Counsel who is responsible for maintaining the record copy and implementing the disposition. If program offices other than Regional Counsel are responsible for maintenance of the record copy, they are maintained for the same length of time as stated in the disposition instructions.

Cases that may be landmark or precedent-setting are covered in EPA 145 - Program Development Files. Landmark cases include cases resulting in a legal precedent that establishes or affirms Agency policy with respect to environmental actions of national importance, such as the banning of a hazardous

substance or other actions affecting EPA's relationship with an entire industry or a major pollution source.

Copies of these records may be filed with other records series (for example, with permits) and destroyed with those files or when no longer needed. All other copies may be destroyed when no longer needed.

See EPA 205 for Permits for programs other than RCRA, and EPA 478 for RCRA.

Specific legal citations include, but are not limited to:

- Clean Water Act, as amended, 33 U.S.C. Sec. 402, 404
- Clean Air Act, as amended, 42 U.S.C. Sec. 502
- Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005
- Safe Drinking Water Act, as amended, 42 U.S.C. Sec. 1401, et seq.
- 40 CFR Parts 52, 122-124, 144, 220, 270

Reasons for Disposition:

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Custodians:

Multiple units

Related Schedules:

EPA 145, EPA 205, EPA 478

Previous NARA Disposal Authority:

N1-412-98-5

Entry: 10/06/1994

EPA Approval: Pending

NARA Approval: Pending

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EPA Records Schedule 223

Status: Development, 11/07/2006

Title: Sampling and Analytical Data Files

Program: All Programs, with exceptions

Applicability: Regions

Function: 108-025 - Pollution Prevention and Control

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:

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Excludes: Superfund site-specific sampling and analytical data files scheduled as EPA 018.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records upon completion of sampling activity. Destroy 10 years after file closure.

Guidance:

Office may retain files if the activities are likely to become a compliance or enforcement issue. Compliance files are covered in EPA 211 and enforcement files are EPA 207. Final reports are permanent records and are scheduled under EPA 258 - Final Deliverables and Reports.

*Superseded by version
of 11/30/2008
See Sandy Yada e-mail
of 11/17/2008*

There are a number of systems records related to this series including:

- EPA 062 - Lab Automation System (LBAU)
- EPA 064 - CLP Analytical Results Data Base (CARD)
- EPA 065 - Sample Tracking and Invoice Payment System (TIP)
- EPA 067 - CLP Statistical Data Base (STAT)

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 with witnessed disposal for records destroyed by contractors.

Reasons for Disposition:

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Custodians:

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Related Schedules:

EPA 018, EPA 062, EPA 064, EPA 065, EPA 067, EPA 207, EPA 211, EPA 258

Previous NARA Disposal Authority:

N1-412-93-1

Entry: 07/01/1992

EPA Approval: Pending

NARA Approval: Pending