

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-07-28</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-8-2007</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  Toxic Substances			
3. MINOR SUBDIVISION  Headquarters			
4. NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis	5. TELEPHONE  202-566-1643	DATE <i>1/22/07</i>	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 <u>3</u> 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>12/19/06</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 GRS OR SUPERSEDED JOB CITATION	10.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)

TSCA Section 4 Chemical Test Program Results

N1-412-01-8

*12/30/08 Copies sent to agency, NWMB, NWOME, NWOMU, & RR*

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

# EPA Records Schedule 262

**Status:** Draft, 01/31/2008

**Title:** TSCA Section 4 Chemical Test Program Results

**Program:** Toxic Substances

**Applicability:** Headquarters

**Function:** 108-025-06-02 - Manage Toxic Substances

**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.

- N1-412-07-28

## **Description:**

These post-rule records contain test data, internal Agency reviews of test data, and other documents resulting from the testing requirements specified in a test rule or consent order. The files consist of final reports, interim progress reports, amendments, modification requests and EPA's responses, exemption from test rule applications, request for exclusions, request for waivers, study protocol submissions, meeting summaries, legal proceedings, hearings, written and telephone communications, comments and other supporting and reference documents pursuant to this section of the law. For reference purposes, the file may also contain copies of the Federal Register rules and notices associated with the chemical, the biannual Interagency Testing Committee (ITC) report to the Administrator that pertains to the chemical, test standards, test guidelines, and Good Laboratory Practice Standards. The majority of the records are nonconfidential and information is not part of the related docket file.

## **Disposition Instructions:**

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

- **Permanent**
- Close inactive records upon receipt and review of all test data required by the rule/consent order and upon closure and transfer to the Review Committee.
- 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 upon receipt and review of all test data required by the rule/consent order and upon closure and transfer to the Review Committee.
- 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 offices of record for files governed by this schedule are Confidential Business Information Center (CBIC), Nonconfidential Information Center (NCIC), and Chemical Testing and Information Branch (CTIB). The NCIC is responsible for implementing the disposition and ensuring that a permanent record is maintained. However, the program office (CTIB) is responsible for the maintenance and disposition of sensitive information not included in the NCIC files. The related dockets maintained by NCIC/CBIC should be retired under EPA 149 for regulations, standards, and guidelines and EPA 150 for dockets.

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

Microform copies are to be produced in accordance with 36 CFR 1230.10 and 1230.20.

Records located in the NCIC are part of the basic documentation resulting from a test rule or consent order. To ensure the completeness of the record and for implementing disposition as a permanent record, the program office is responsible for retaining documents (e.g., study and protocol internal reviews) not included in the file maintained by NCIC.

The CBIC maintains the CBI version of any document submitted or created in response to any subsection of Section 4 of TSCA. Various types of Section 4 related documents are included in this collection. However, these records consist mainly of requests for exemptions from test rule applications. All documents regardless of type are maintained by document identification number.

At close out of file, all records held by offices should be retired at the same time. However, the program office may retain a closed file should it be determined that it would be needed for additional information or continuity regarding a related matter.

On an annual basis, the last box of an accession that includes the records for which exemption applications, Letters of Intent to Test, Study Plans, Requests for Modification of Test Standards and Schedules, Amendments to Study Plans, Progress Reports and Test Data (Final Report) have been received will be (a) recalled and (b) exemptions will be incorporated and (c) returned to FRC.

**Specific legal citations include:**

- Toxic Substances Control Act, as amended, 15 U.S.C. 2603, Sec. 4
- 40 CFR Part 790

**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. Item b for microformed paper copy was deleted and incorporated into item a. The retention of the record copy is unchanged.

The following changes were made in the 01/31/2008 version:

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

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

**Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Office of Pollution Prevention and Toxics, Chemical Control Division

- **Contact:** Dave R. Williams
- **Telephone:**

**Related Schedules:**

EPA 149, EPA 150

**Previous NARA Disposal Authority:**

N1-412-01-8

**Entry:** 12/13/1993

**EPA Approval:** 12/19/2006

**NARA Approval:** Pending

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

# EPA Records Schedule 262

Status: Draft, 03/30/2007

Title: TSCA Section 4 Chemical Test Program Results

Program: Toxic Substances

Applicability: Headquarters

Function: 108-025-06-02 - Manage Toxic Substances

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.

- N1-412-07-28

## Description:

These post-rule records contain test data, internal Agency reviews of test data, and other documents resulting from the testing requirements specified in a test rule or consent order. The files consist of final reports, interim progress reports, amendments, modification requests and EPA's responses, exemption from test rule applications, request for exclusions, request for waiver, study protocol submissions, meeting summaries, legal proceedings, hearings, written and telephone communications, comments and other supporting and reference documents pursuant to this section of the law. For reference purposes, the file may also contain copies of the Federal Register rules and notices associated with the chemical, the biannual Interagency Testing Committee (ITC) report to the Administrator that pertains to the chemical, test standards, test guidelines, and Good Laboratory Practice Standards. The majority of the records are nonconfidential and information is not part of the related docket file.

## Disposition Instructions:

### Item a: Record copy

- **Permanent**
- Close inactive records upon receipt and review of all test data required by the rule/consent order and upon closure and transfer to the Review Committee.
- Transfer nonelectronic records to the National Archives 20 years after file closure.
- Transfer electronic records 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

*Superseded  
by version of 01/31/08  
See Sandy Clark e-mail  
of 01/31/08*

the time. Delete Agency reference copy 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.

**Guidance:**

The offices of record for files governed by this schedule are Confidential Business Information Center (CBIC), Nonconfidential Information Center (NCIC), and Chemical Testing and Information Branch (CTIB). The NCIC is responsible for implementing the disposition and ensuring that a permanent record is maintained. However, the program office (CTIB) is responsible for the maintenance and disposition of sensitive information not included in the NCIC files. The related dockets maintained by NCIC/CBIC should be retired under EPA 149 for regulations, standards, and guidelines and EPA 150 for dockets.

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

Microform copies are to be produced in accordance with 36 CFR 1230.10 and 1230.20.

Records located in the NCIC are part of the basic documentation resulting from a test rule or consent order. To ensure the completeness of the record and for implementing disposition as a permanent record, the program office is responsible for retaining documents (e.g., study and protocol internal reviews) not included in the file maintained by NCIC.

The CBIC maintains the CBI version of any document submitted or created in response to any subsection of Section 4 of TSCA. Various types of Section 4 related documents are included in this collection. However, these records consist mainly of requests for exemptions from test rule applications. All documents regardless of type are maintained by document identification number.

At close out of file, all records held by offices should be retired at the same time. However, the program office may retain a closed file should it be determined that it would be needed for additional information or continuity regarding a related matter.

On an annual basis, the last box of an accession that includes the records for which exemption applications, Letters of Intent to Test, Study Plans, Requests for Modification of Test Standards and Schedules, Amendments to Study Plans, Progress Reports and Test Data (Final Report) have been received will be (a) recalled and (b) exemptions will be incorporated and (c) returned to FRC.

Specific legal citations include:

- Toxic Substances Control Act, as amended, 15 U.S.C. 2603, Sec. 4
- 40 CFR Part 790

**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. Item b for microformed paper copy was deleted and incorporated into item a. The retention of the record copy is unchanged.

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

**Custodians:**

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Chemical Control Division

- **Contact:** Dave R. Williams
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**Related Schedules:**

EPA 149, EPA 150

**Previous NARA Disposal Authority:**

N1-412-01-8

**Entry:** 12/13/1993

**EPA Approval:** 12/19/2006

**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 262

**Status:** Development, 11/13/2006

**Title:** TSCA Section 4 Chemical Test Program Results

**Program:** Toxic Substances

**Applicability:** Headquarters

**Function:** 108-025-06-02 - Manage Toxic Substances

**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:

These post-rule records contain test data, internal Agency reviews of test data, and other documents resulting from the testing requirements specified in a test rule or consent order. The files consist of final reports, interim progress reports, amendments, modification requests and EPA's responses, exemption from test rule applications, request for exclusions, request for waivers, study protocol submissions, meeting summaries, legal proceedings, hearings, written and telephone communications, comments and other supporting and reference documents pursuant to this section of the law. For reference purposes, the file may also contain copies of the Federal Register rules and notices associated with the chemical, the biannual Interagency Testing Committee (ITC) report to the Administrator that pertains to the chemical, test standards, test guidelines, and Good Laboratory Practice Standards. The majority of the records are nonconfidential and information is not part of the related docket file.

### Disposition Instructions:

#### Item a: Record copy

- Permanent
- Close inactive records upon receipt and review of all test data required by the rule/consent order and upon closure and transfer to the Review Committee. Transfer nonelectronic records to the National Archives 20 years after file closure. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. If record is microform, destroy paper after quality assurance is completed.

### Guidance:

SUPERSEDED  
BY VERSION OF  
3/30/2007  
(see e-mail of 3/20/2007)



The offices of record for files governed by this schedule are Confidential Business Information Center (CBIC), Nonconfidential Information Center (NCIC), and Chemical Testing and Information Branch (CTIB). The NCIC is responsible for implementing the disposition and ensuring that a permanent record is maintained. However, the program office (CTIB) is responsible for the maintenance and disposition of sensitive information not included in the NCIC files. The related Rulemaking Dockets maintained by NCIC/CBIC should be retired under EPA 149 - Regulations, Standards, and Guidelines and EPA 150 - Rulemaking Dockets.

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

Delete/destroy nonrecord copies when no longer needed.

Microform copies are to be produced in accordance with 36 CFR 1230.10 and 1230.20. If records are not filmed, use disposition a for paper records.

The records covered under this schedule are maintained by the NCIC, CBIC and the program office (CTIB). Records located in the Nonconfidential Business Information Center are part of the basic documentation resulting from a test rule or consent order. To ensure the completeness of the record and for implementing disposition as a permanent record, the program office is responsible for retaining documents - such as study and protocol internal reviews - not included in the file maintained by NCIC.

The Confidential Business Information Center maintains the CBI version of any document submitted or created in response to any subsection of Section 4 of the TSCA law. Various types of Section 4 related documents are included in this collection. However, these records consist mainly of requests for Exemptions from Test Rule Applications. All documents regardless of type are maintained by document identification number.

Other related schedules are EPA 149 - Regulations, Standards, and Guidelines and EPA 150 - Dockets. EPA 149 and 150 can be used to disposition records which document the development of the test rule or the consent order.

At close out of file, all records held by offices should be retired at the same time. However, the program office may retain a closed file should it be determined that it would be needed for additional information or continuity regarding a related matter.

On an annual basis, the last box of an accession which includes the records for which exemption applications, Letters of Intent to Test, Study Plans, Requests for Modification of Test Standards and Schedules, Amendments to Study Plans, Progress Reports and Test Data (Final Report) have been received will be (a) recalled and (b) exemptions will be incorporated and (c) returned to FRC.

Specific legal citations include:

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#### **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. Item b for microformed paper copy was deleted and

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