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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | | JOB NUMBER <i>N1-412-07-32</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 Regions | | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis | | 5. TELEPHONE 202-566-1643 | DATE <i>3/12/07</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>2</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 GRS OR SUPERSEDED JOB CITATION | 10.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) | |

Toxic Substances Files

N1-412-94-4/16

60 4/4/08 copies sent to agency, NARA, NOME, NOME, & OR

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 227

Status: Development, 12/12/2006

Title: Toxic Substances Files

Program: Toxic Substances

Applicability: Regions

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:

Contains documents relating to the manufacture, processing, importing, or distribution of substances for commercial purposes and/or disposal covered by the Toxic Substances Control Act, as amended. Includes copies of release inventory reports, investigation forms, notification forms, data summaries and reports, certifications, correspondence, and related documents.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records at end of year. Destroy 10 years after file closure.

Guidance:

This item applies to toxic substances files held in regional offices. Records related to site or facility files of other program offices, such as Superfund, may be maintained in those offices and retired under the appropriate site or facility series.

Program offices may retain files in the office if they are likely to become an enforcement or compliance issue. EPA 207 covers Enforcement Action Files and EPA 211 covers Compliance Files. The Toxic Release Inventory System is scheduled as EPA 153.

This item includes records related to the Asbestos Hazard Emergency Response Act (AHERA) (Title II of the Toxic Substances and Control Act) and asbestos materials in schools. Records held in regional

offices related to asbestos as an airborne contaminant under the National Emission Standards for Hazardous Air Pollutants (NESHAPS) are covered in EPA 216 - Air Quality Management Files.

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

Specific legal citations include:

- Toxic Substances Control Act, as amended, 15 U.S.C. Sec. 2601 et seq.
- 40 CFR Parts 700-766

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 is unchanged.

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 153, EPA 207, EPA 211, EPA 216

Previous NARA Disposal Authority:

N1-412-94-4/16

Entry: 08/24/1992

EPA Approval: Pending

NARA Approval: Pending