

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-36</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-9-2007</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 All Programs, with exceptions			
3. MINOR SUBDIVISION Regions			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE <i>5/16/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Warriner</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>12/20/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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 GRS OR SUPERSEDED JOB CITATION	10.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)

Administrative Records – Permits

N1-412-98-4

21 copies sent to agency, NARA, and NARA, 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 210

Status: Development, 12/11/2006

Title: Administrative Records - Permits

Program: All Programs, with exceptions

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:

The administrative record is required for issuance of draft and final permits for Prevention of Significant Deterioration (PSD), Resource Conservation and Recovery Act (RCRA), National Pollutant Discharge Elimination System (NPDES), and Underground Injection Control (UIC), when EPA is the permitting authority. The record includes the permit application, draft permit or notice of intent to deny, statement of basis and documentation, the environmental impact statement (NPDES only), comments received during the public comment period, public hearing transcripts and related documentation, and the final permit.

Disposition Instructions:

Item a: Record copy - RCRA land disposal

- Disposable
- Close inactive records at issuance of administrative record. Destroy 30 years after file closure.

Item b: Record copy - UIC and UIC exemptions

- Disposable
- Close inactive records at issuance of administrative record. Destroy 30 years after file closure.

Item c: Record copy - NPDES minor permits

- Disposable
- Close inactive records at issuance of administrative record. Destroy 10 years after file closure.

Item d: Record copy - All other permits, including NPDES except minors, pretreatment, ocean dumping, section 404 dredging and fill, PSD, and TSCA PCB disposal

- Disposable
- Close inactive records at issuance of administrative record. Destroy 10 years after file closure.

Guidance:

This schedule applies to all programs except Superfund. See EPA 019 for Administrative Records - Superfund Site-Specific.

If records are duplicates of records maintained in the permitting files (EPA 205 and EPA 478), follow disposition instructions in this schedule. However, if the administrative records are the record copy of the permit documents, follow disposition instructions for the appropriate permit schedule; i.e., EPA 205 - Permit Files (All Programs except RCRA), or EPA 478 - RCRA Generators, Transporters, and TSD Facilities Files.

Administrative Records Pursuant to the Administrative Procedure Act are scheduled as EPA 294.

Drafts and working papers may be destroyed after issuance of the final permit.

Compliance Files and Enforcement Files are scheduled as EPA 211 and EPA 207, respectively. See EPA 206 for RCRA Corrective Actions.

Reasons for Disposition:

The disposition instructions have been rewritten in media neutral language to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

Item e for electronic copies created with word processing and electronic mail applications was deleted 08/17/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 019, EPA 205, EPA 206, EPA 207, EPA 211, EPA 294, EPA 478

Previous NARA Disposal Authority:

N1-412-98-4

Entry: 02/24/1992

EPA Approval: Pending

NARA Approval: Pending