

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-51</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5/10/2007</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>11/5/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 6 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>4/16/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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 292 TSCA Section 12(b) Notice of Export Files

N1-412-05-9

EPA 295 TSCA Administrative Tracking and Control Records

N1-412-01-10

As 11/9/07 Copies Sent to Agency, NARA, 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 292

Status: Development, 03/30/2007

Title: TSCA Section 12(b) Notice of Export Files

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:

Records contain notification to EPA from various companies of their export or intent to export specific chemicals or mixtures subject to specified actions taken under Sections 4, 5, 6, and 7 of the Toxic Substances Control Act (TSCA). Records also contain related correspondence between EPA and foreign government authorities, other U.S. government agencies, the legal community, industry, or other interested parties.

Includes notice documents submitted to EPA under Section 12(b) of TSCA. These documents include information regarding the export of specific chemicals or mixtures for which notification is required.

The program office tracks and controls confidential business information (CBI).

Also includes original supporting information, such as the reasons for the submission, details about the exported product or quantity exported, and specific locations of the exporter. Record contains all correspondence between EPA and foreign government authorities (e.g., embassies), other U.S. government agencies, the legal community, industry, or other interested parties which document (1) requests for information relating to section 12(b) of TSCA; (2) letters sent to importing countries informing them of the export or the intended export; (3) computer-generated printouts which are sent to the EPA Office of Enforcement and Compliance Assurance of possible violations; and (4) correspondence on Prior Informed Consent (PIC) chemicals, notifying importing countries of the export or the intended export of a PIC chemical.

Disposition Instructions:

Item a: Original notice documents

- **Disposable**
- Close inactive records at end of calendar year.
- Destroy 5 years after file closure.

Item b: Tracking and control records

- **Disposable**
- Close when superseded or obsolete.
- Destroy 5 years after file closure.

Item c: Supporting information

- **Disposable**
- Close inactive records at end of calendar year.
- Destroy 5 years after file closure.

Guidance:

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

The Export Notification Tracking System (ENTS) is covered by EPA 090.

Information on the confidential business information (CBI) notices submitted to EPA are kept in a logbook. This information includes the CBI document control number, the name of the chemical exported, the country of import, and the date the export notification letter was sent to the foreign government.

Original CBI export notices are maintained in the CBI center and are tracked using the Confidential Business Information Tracking System (CBITS). The CBI center is responsible for maintaining the official CBI export notice records for the time period specified above. Copies of incoming and outgoing CBI export notices that are maintained in the program office can be destroyed when no longer needed in accordance with requirements found in 36 CFR 1228.58.

Official non-confidential export notices are maintained by the program office and must be retained in accordance with the disposition requirements in item a.

Both confidential and non-confidential incoming and outgoing notices are also tracked for inquiries using the TSCA 12(b) Export Notification Tracking System (ENTS) (See EPA 090 - Administrative Support Data Bases). ENTS automatically generates letters to import countries informing them of the export chemical.

Specific legal citations include:

- Toxic Substances Control Act, as amended, 15 U.S.C., Sec. 12(b)
- 40 CFR Part 707

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 d for microfilm deleted in the 03/30/2007 version.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Environmental Assistance Division

- **Contact:** John Alter
- **Telephone:** 202-564-8074

Office of Prevention, Pesticides, and Toxic Substances, Information Management Division

- **Contact:** Vanessa Williams
- **Telephone:** 202-564-8957

Related Schedules:

EPA 090

Previous NARA Disposal Authority:

N1-412-05-9

Entry: 02/22/1994

EPA Approval: Pending

NARA Approval: Pending

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EPA Records Schedule 295

Status: Development, 03/30/2007

Title: TSCA Administrative Tracking and Control Records

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:

Log books, registers, and other tracking records used to control or document the receipt status, maintenance or use of documents containing TSCA confidential business information (CBI).

Disposition Instructions:

Item a: Maintained as a separate file and containing significant information for determining location and custodian of CBI material

Includes microfilm transfer logs, document inventory (region/contractor) logs and records disposition logs.

- **Disposable**
- Close inactive records at end of year.
- Destroy 7 years after file closure.

Item b: Maintained as a separate file and containing no significant information

Includes visitors sign-in logs, fax transmittal sheets, firm mailing books, and other mail receipt logs.

- **Disposable**

- Close inactive records at end of year.
- Destroy 18 months after file closure.

Item c: Maintained with related case files

Includes domestic and overseas return receipts (PS forms 3811 and 2865) and green cover sheets (EPA Form 7740-9).

- **Varies**
- File with related records and follow disposition instructions for related records.

Guidance:

This item covers records accumulated by various offices maintaining CBI and non-CBI information.

Records are maintained in a variety of formats, including: paper logs of various kinds (example: visitors, inventory), firm mailing books, return receipts, transfer receipts, green cover sheets; microfilm - green cover sheets; electronic - small databases such as mail receipt/tracking, disposition data.

The Confidential Business Information Tracking System is covered by EPA 090.

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

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

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.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Information Management Division, Records and Dockets Management Branch

- **Contact:** Vanessa Williams
- **Telephone:** 202-260-3554

Related Schedules:

EPA 090

Previous NARA Disposal Authority:

N1-412-01-10

Entry: 08/01/1994

EPA Approval: Pending

NARA Approval: Pending