

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-412-07-52</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>1/20/08</i>	ARCHIVIST OF THE UNITED STATES <i>Ma 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 2 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>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 GRS OR SUPERSEDED JOB CITATION	10.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)	

EPA 371 TSCA Chemical Inventory File

NC1-412-82-10/14

Le 2/1/08 copies sent to agency, DWMB, DWMIE, DWMW, DWCT, & DR

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 371

Status: Draft, 01/31/2008

Title: TSCA Chemical Inventory File

Program: Toxic Substances

Applicability: Headquarters

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

412-07-52

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.

- N1-412-07-52

Description:

Contains documentation relating to the inventory of chemicals pursuant to Section 5 of the Toxic Substances Control Act. Records consist of TSCA Chemical Substance Inventory Report (EPA Forms 7710-3B and 7710-3C), correspondence between EPA and the submitter, corrected data and replacement of data submitted, and other related records.

Disposition Instructions:

Item a(1): Record copy - Nonelectronic

- **Permanent**
- Close inactive records annually following the year of submission or other Agency decision.
- Transfer to the National Archives 20 years after file closure. If microform, destroy paper after quality assurance is completed.

Item a(2): Record copy - Electronic

- **Permanent**
- Close inactive records annually following the year of submission or other Agency decision.
- 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

~~Disposible~~ *Temp*

- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

Item b: (Reserved)**Guidance:**

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

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

Specific legal citations include:

- Toxic Substances Control Act, as amended, Sec. 5
- 40 CFR Parts 710, 720.25

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 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).

The following changes were made in the 04/27/2007 version:

- Change item a - microform to record copy.
- Deleted item b - paper copy (microformed).

Item c for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Confidential Business Information Center and Economics, Exposure, and Technology Division

- **Contact:** Tracy Williamson
- **Telephone:** 202-564-8569

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-82-10/14

Entry: 12/02/1992

EPA Approval: 04/16/2007

NARA Approval: Pending