

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-412-07-57</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6/25/07</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  Science Coordination and Policy			
3. MINOR SUBDIVISION  Headquarters			
4. NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis	5. TELEPHONE  202-566-1643	DATE <i>8/25/08</i>	ARCHIVIST OF THE UNITED STATES <i>A. [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 3 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,  is not required; is attached; or has been requested.			
DATE <i>4/15/07</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 GRS OR SUPERSEDED JOB CITATION	10.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 739 OPPTS Scientific Project Files

*LC 5/23/08 copies sent to agency, DOME, UWMW, DR, NWCT-2P, NWCT-2R*

**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 739

**Status:** Development, 02/08/2007

**Title:** OPPTS Scientific Project Files

**Program:** Science Coordination and Policy

**Applicability:** Headquarters

**Function:** 108-025-06 - Manage Environmental Risk from 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:**

Includes scientific project files for studies that provide demonstration or proof of concept such as method validation studies (e.g., endocrine disruptors), or coordination of scientific issues (e.g., biotechnology) for the Office of Prevention, Pesticides, and Toxic Substances (OPPTS). It includes projects involving the coordination of emerging science and policy issues related to the characterization of exposure and hazard as well as characterization of health or ecological mechanisms and/or endpoints to improve the understanding of the interaction of environmental compounds, conditions, or processes with human and other life forms. Also includes the development of assays or methods of detecting or estimating the influence of environmental agents on health or ecological endpoints.

## **Disposition Instructions:**

### **Item a:** Study formulation and approval

Includes the study plan, the selection of the methodology, quality assurance project plans, raw data, laboratory notebooks, any project- or study-related correspondence, or other data collection media, copies of interim reports showing data tabulation results and interpretations, copies of final reports, peer reviews, and quality assurance assessments.

- **Disposable**
- Close inactive records upon completion of project.
- Destroy 20 years after file closure.

**Item b: Equipment maintenance, calibration, and inspection**

- **Disposable**
- Close inactive records upon completion of project.
- Destroy 5 years after file closure.

**Guidance:**

Scientific research project files for the Office of Research and Development are covered by EPA 501, 503, and 507.

Tissue samples and specimens, including wet specimens, samples of test, control, or reference substances, and specially prepared material that are relatively fragile and differ markedly in stability and quality during storage, are to be retained only as long as the quality of the preparation affords evaluation. Specimens obtained from mutagenicity tests, specimens of soil, water, and plants, and wet specimens of blood, urine, feces, biological fluids, do not need to be retained after quality assurance verification. In some research studies involving humans, the agreement with the human subjects requires samples to be destroyed immediately after the analysis and quality assurance verification is complete. In that case, the sample is retained as specified in the agreement.

Other tissue samples and specimens not listed above are to be retained in accordance with item b.

**Reasons for Disposition:**

This schedule covers project files for scientific research related to demonstration or proof of concept such as method validation studies or other scientific issues for the Office of Prevention, Pesticides, and Toxic Substances, Office of Science Coordination and Policy. The records are similar to those covered by EPA 503, previously approved by NARA as N1-412-04-7 for the Office of Research and Development. The proposed retention is the same as for 503 and meets EPA's business needs.

**Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Office of Science Coordination and Policy

- **Contact:** Inza Graves
- **Telephone:** 202-564-8454

**Related Schedules:**

EPA 501, EPA 503, EPA 507

**Previous NARA Disposal Authority:**

None

**Entry:** 11/01/2006

**EPA Approval:** Pending

**NARA Approval: Pending**



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

JUN 18 2007

OFFICE OF  
ENVIRONMENTAL INFORMATION

*H.W. 6/20/07*

Henry Wolfinger  
National Archives and Records Administration  
Office of Modern Records Programs  
Life Cycle Management Division (NWML)  
8601 Adelphi Road, Room 5320  
College Park, MD 20740-6001

Dear Mr. Wolfinger:

Enclosed is an SF-115 submission for records schedule 739 OPPTS Scientific Project Files. This schedule covers records in any media. To assist with your review, an explanation of the schedule fields is available on the EPA Web site at:

<http://www.epa.gov/records/policy/schedule/explan.htm>

Please review the schedule and if you have any questions, please contact me at (202) 566-1643. Correspondence regarding this schedule submission should be sent to the following address:

U.S. Environmental Protection Agency  
National Records Management Program  
Mail Code 2822T  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

I look forward to working with you and your staff during the schedule review process. We appreciate your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "John B. Ellis".

John B. Ellis  
Agency Records Officer

Enclosures