

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-60</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7/24/07</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 Radiation			
3. MINOR SUBDIVISION Headquarters, Agency-wide and Regions			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE <i>8/2/08</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 <u>15</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>7/18/07</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	EPA 219 Radon Action Files	N1-412-94-4/11	
2	EPA 220 NESHAPS Radiation Facility and Site Files	N1-412-98-1	
3	EPA 222 Radiological Emergency Planning	N1-412-98-2	
4	EPA 464 Certificatio of Waste Isolation Pilot Plant (WIPP)	N1-412-97-2	
5	EPA 489 Advanced Technology Problem Area Projects Files	N1-412-86-1/12	
6	EPA 490 Emergency Planning Program For Radiological Incidents	N1-412-86-1/13	
7	EPA 491 Protective Action Planning Manual - Work Files	N1-412-86-1/14	

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 219

Status: Development, 07/31/2007

Title: Radon Action Files

Program: Radiation

Applicability: Regions

Function: 108-025-01-03 - Manage Indoor Air Quality

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 document the management and oversight of the Radon State Grant program and the regional Radon Training Centers and technical assistance related to radon problem assessment, mitigation, and prevention. Consists of health risk surveys and data, reports, public notices and information, instructional materials, records of communication, and related correspondence.

Disposition Instructions:

Item a: Record copy

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

Guidance:

Copies of grant documents may be filed in this series; the official record copy is scheduled as EPA 003. See EPA 200 for disposition information on training materials.

Specific legal citations include:

- Indoor Radon Abatement Act (Title III of the Toxic Substances Control Act), Section 301, et seq.
- Superfund Amendments and Reauthorization Act of 1986, Section 118(k)

- Stewart B. McKinney Homeless Assistance Act of 1988, Section 1091

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's recordkeeping system. The retention has not changed.

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

Custodians:

Multiple units

Related Schedules:

EPA 003, EPA 200

Previous NARA Disposal Authority:

N1-412-94-4/11

Entry: 06/17/1992

EPA Approval: Pending

NARA Approval: Pending

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 220

Status: Development, 07/31/2007

Title: NESHAPS Radiation Facility and Site Files

Program: Radiation

Applicability: Regions

Function: 108-025-01-04 - Manage Radiation

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:

Documents relating to investigation of emissions into the air from radiologically contaminated sites, radioactive waste disposal sites, and industrial sources of radionuclides as air pollutants under NESHAPS (National Emissions Standards for Hazardous Pollutants). NESHAPS are standards that limit emissions from specific sources of air pollutants (chemical or radioactive) that are known or suspected to cause serious health problems. The NESHAPS for radionuclides apply to air pollutants that are hazardous because they emit radiation.

Disposition Instructions:

Item a: Department of Energy NESHAPS reports

Includes reports of radionuclide emissions submitted by facilities and sites owned or operated by the U.S. Department of Energy (DOE) or its contractors.

- **Disposable**
- Close inactive records when facilities and sites become inactive or oversight ends.
- Destroy 10 years after file closure.

Item b: Other federal NESHAPS reports

Includes reports of radionuclide emissions submitted by federal facilities and sites other than Nuclear Regulatory Commission (NRC) licensees, and DOE owned or operated installations

- **Disposable**
- Close inactive records when facilities and sites become inactive or oversight ends.
- Destroy 10 years after file closure.

Item c: Non-federal documentation

Includes radionuclide emission documentation for non-federal facilities and sites that are licensed or overseen by the NRC, the states, or other entities (e.g., Native American tribes), including NRC inspection reports, inspection referral forms, and correspondence between the NRC, its licensees, and EPA.

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

Guidance:

This item applies to NESHAPS radiation facility 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. All other copies can be destroyed when no longer needed. Non-radioactive NESHAPS are scheduled as EPA 216.

Specific legal citations include:

- Clean Air Act, as amended, Section 112
- 40 CFR Parts 61, 192

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 has not changed.

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

Custodians:

Multiple units

Related Schedules:

EPA 216

Previous NARA Disposal Authority:

N1-412-98-1

Entry: 06/17/1992

EPA Approval: Pending

NARA Approval: Pending

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 222

Status: Development, 07/31/2007

Title: Radiological Emergency Planning

Program: Radiation

Applicability: Regions

Function: 104-008-02 - EPA Emergency Preparedness

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:

EPA is responsible for establishing Protective Action Guides (PAGs) for all aspects of radiological emergency planning in coordination with appropriate federal agencies and for preparing guidance for state and local governments on implementation. Includes copies of state and local emergency response plans, inspection reports, correspondence, and safety analysis reports relating to EPA's role in providing guidance and advice to federal, state, and local officials on when and how to take protective actions as they pertain to the effects of radiation exposure to human health from accidents involving radioactive materials. State and local radiological emergency response plans are created for the Federal Emergency Management Agency (FEMA) and EPA receives copies. Nuclear licensees submit final safety analysis reports to the Nuclear Regulatory Commission (NRC) and NRC provides EPA with copies for review. The EPA files also consist of notes taken by an EPA observer at annual emergency preparedness exercises that are required by FEMA.

Disposition Instructions:

Item a: Record copy

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

Guidance:

Draft reports may be destroyed after receipt of finals.

Protective Action Guides (PAGs) are covered by EPA 149 - Regulations, Standards and Guidelines.

Records relating to the investigation of emissions into the air from radiologically contaminated sites, radioactive waste disposal sites, and industrial sources of radionuclides as air pollutants under NESHAPS are covered by schedule EPA 220. See EPA 472 for Source Data Files Relating to In-House Radiological Research. EPA 207 covers enforcement actions; EPA 211 covers compliance.

Specific legal citations include:

- 5 U.S.C. 552
- Reorganization Plan No. 3 of 1978
- E.O. 12127, 12148, 12241
- Presidential Directive of Dec. 7, 1979

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 has not changed.

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 149, EPA 207, EPA 211, EPA 220, EPA 472

Previous NARA Disposal Authority:

NC1-412-76-1/II/8, NC-412-76-8/12 and 15, NC1-412-85-18/5, N1-412-98-2

Entry: 06/17/1992

EPA Approval: Pending

NARA Approval: Pending

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 464

Status: Development, 07/31/2007

Title: Certification of Waste Isolation Pilot Plant (WIPP)

Program: Radiation

Applicability: Agency-wide

Function: 108-025-01-04 - Manage Radiation

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:

Consists of working files containing information gathered by EPA in its role as regulator of the Waste Isolation Pilot Plant (WIPP). EPA's role is to certify that WIPP is in compliance with the disposal regulation (40 CFR 19) before Department of Energy (DOE) can begin waste emplacement. Includes DOE applications, references, and other supporting information.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records at end of 5 year certification period.
- Destroy 10 years after file closure.

Guidance:

Certification period begins 5 years after initial certification and continues every 5 years thereafter until the repository is closed.

See EPA 150 - Dockets for the official set of certification records.

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 has not changed.

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

Custodians:

Office of Air and Radiation, Radiation Protection Division, Center for WIPP

- **Contact:** Mary Kruger
- **Telephone:** 202-564-9025

Related Schedules:

EPA 150

Previous NARA Disposal Authority:

N1-412-98-2

Entry: 06/29/1995

EPA Approval: Pending

NARA Approval: Pending

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 489

Status: Development, 07/31/2007

Title: Advanced Technology Problem Area Projects Files

Program: Radiation

Applicability: Headquarters

Function: 108-025-01-04 - Manage Radiation

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 data relating to nuclear fuel processing, fabrication of uranium and plutonium, generic field studies, waste disposal, enrichment, transportation, and other radiation technology problem areas. Records consist of problem statements and work plans, analysis and calculation work papers, field investigation reports, requests for proposals, contracts, testimony before state and federal legislative bodies, technical reports, and other related documents.

Disposition Instructions:

Item a: Record copy

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

Guidance:

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 has not changed.

Item b for electronic copies created with word processing and electronic mail applications deleted

08/22/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Air and Radiation

- **Contact:**
- **Telephone:**

Related Schedules:

Previous NARA Disposal Authority:

N1-412-86-1/12

Entry: 06/05/1993

EPA Approval: Pending

NARA Approval: Pending

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 490

Status: Development, 07/31/2007

Title: Emergency Planning Program For Radiological Incidents

Program: Radiation

Applicability: Headquarters

Function: 104-008-02 - EPA Emergency Preparedness

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:

Covers EPA's program for the recognition, handling, and prevention of radiological incidents. Records consist of accident and incident reports, emergency planning symposium arrangements, model emergency plans, newspaper clips, interagency meetings and conference minutes, scenarios for power plan accident exercises, investigation reports, and related documents. There are three categories of records: emergency preparedness, emergency response, and work maps.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records every 2 years.
- Destroy 7 years after file closure.

Guidance:

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 has not changed. The schedule title has changed to include "radiological incidents."

Item b for electronic copies created with word processing and electronic mail applications deleted 08/22/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Air and Radiation, Radiation Protection Division

- **Contact:** Ann Gile
- **Telephone:** 202-564-9224

Related Schedules:

Previous NARA Disposal Authority:

N1-412-86-1/13

Entry: 06/05/1993

EPA Approval: Pending

NARA Approval: Pending

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 491

Status: Development, 07/31/2007

Title: Protective Action Planning Manual - Work Files

Program: Radiation

Applicability: Headquarters

Function: 104-008-02 - EPA Emergency Preparedness

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 data and supporting documentation for the development of the nuclear incident protective planning manual. Records consist of technical articles and reports, task force organization, work plans and reports, section drafts, comments, program reports, and related documents.

Disposition Instructions:

Item a: Record copy

- Disposable
- Destroy outdated material every 3 years.

Guidance:

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 has not changed.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/22/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Air and Radiation, Radiation Protection Division

- **Contact:** Ann Gile
- **Telephone:** 202-564-9224

Related Schedules:

Previous NARA Disposal Authority:

N1-412-86-1/14

Entry: 06/05/1993

EPA Approval: Pending

NARA Approval: Pending



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

HW 7/24/07

JUL 19 2007

OFFICE OF
ENVIRONMENTAL INFORMATION

Henry Wolfinger
National Archives and Records Administration
Office of Modern Records Programs
Life Cycle Management Division (NWML)
8601 Adelphi Road, Room 2100
College Park, MD 20740-6001

Dear Mr. Wolfinger:

Enclosed is a SF-115 submission covering seven series of Environmental Protection Agency (EPA) Headquarters, Agency-wide and Regional records for the Office of Air and Radiation (OAR). This submission is part of our effort to systematically revise the schedules with "media neutral" language to allow for the maintenance of the record copy in EPA's electronic recordkeeping system. The previously approved retention periods have not changed.

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 schedules 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