



**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 233

**Status:** Draft, 01/31/2008

**Title:** Disaster Response

**Program:** All Programs

**Applicability:** Agency-wide

**Function:** 104-010-01 - Natural Disaster Response

## **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

- N1-412-07-61

## **Description:**

Includes records that document EPA's response to disasters or emergencies. Records include, but are not limited to, damage surveys, damage assessments, environmental samplings, GIS data, inspection reports, correspondence, interagency documentation, and administrative support documents.

Excludes: Records related to the logistical or administrative aspects of a response (e.g., staffing, travel, timekeeping, etc.) that are covered by their specific administrative schedules.

## **Disposition Instructions:**

### **Item a(1):** Presidential declared major disasters - Nonelectronic

Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item.

- **Permanent**
- Close inactive records upon completion of each major benchmark
- Transfer to the National Archives 20 years after file closure

### **Item a(2):** Presidential declared major disasters - Electronic

Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item.

- **Permanent**
- Close inactive records upon completion of each major benchmark
- 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 (3): Electronic copy of records transferred to the National Archives~~

*Non record*

~~Includes records documenting disasters of an extraordinary nature, i.e., major natural disasters such as floods, earthquakes, and hurricanes (e.g., Hurricane Katrina), as well as man-made disasters such as space accidents and terrorism (e.g., World Trade Center). The Agency Records Officer will notify offices when records are to be maintained under this item.~~

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

**Item b:** Other Presidential declared emergencies

Includes records documenting short-term federal emergencies requiring federal assistance to supplement state and local efforts to save lives, protect property, or to lessen or avert the threat of a catastrophe.

- **Disposable**
- Close inactive records upon completion of final inspection
- Destroy 10 years after file closure.

**Item c:** Local EPA emergencies

Includes local emergencies occurring in or near EPA facilities (e.g., flooding due to a broken pipe) affecting the ability to conduct EPA business.

- **Disposable**
- Close upon completion of all clean up and restoration activities
- Destroy 10 years after file closure

**Guidance:**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), 42 U.S.C. 5121

et seq , authorizes the President to issue major disaster and emergency declarations covered by items a and b The Agency Records Officer will notify offices if the records are to be maintained under item a and will provide additional recordkeeping guidance. At a minimum, each declared disaster and emergency file should be identified by a unique name (e g , Hurricane Katrina) and the year(s) of occurrence

Since each disaster is different, benchmarks for item a are established by the responding office based on the nature and anticipated duration of the disaster

Superfund National Priority List (NPL) sites affected by a natural catastrophe or emergency should continue to be documented in the appropriate site files. EPA 014 for remedial sites or EPA 013 for removal sites

### **Reasons for Disposition:**

Item a and b was previously approved as NC1-412-85-21/12 for the natural disaster assistance file The previously NARA-approved version has been expanded to include man-made disasters and local EPA emergencies.

The following changes were made in the 01/31/2008 version

- Divided item a into three subitems, a(1)-(3).
- Revised titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3)

The 03/30/2007 version had the following changes.

- Changed item a from catastrophic disasters to Presidential declared major disasters and revised the disposition instructions
- Changed item b from other declared emergencies to other Presidential declared emergencies and increased the retention from 5 to 10 years.
- Added item c for local EPA emergencies.

### **Custodians:**

Multiple units

### **Related Schedules:**

EPA 013, EPA 014

### **Previous NARA Disposal Authority:**

NC1-412-76-1/IV/12 , NC1-412-85-21/12

**Entry:** 09/29/1992

**EPA Approval:** 07/26/2007

**NARA Approval:** Pending