

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 10/22/07	
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 Enforcement and Compliance Assurance				
3. MINOR SUBDIVISION Headquarters				
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE 7/6/08	ARCHIVIST OF THE UNITED STATES <i>Alta 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 8/27/07	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 GRS OR SUPERSEDED JOB CITATION	10.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 256 Import and Export Notifications	N1-412-94-6/4		

*10 2/13/08 Copies sent to agency & 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 256

**Status:** Development, 08/31/2007

**Title:** Import and Export Notifications

**Program:** Enforcement and Compliance Assurance

**Applicability:** Headquarters

**Function:** 108-025-05 - Manage Risks from Wastes

### 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 records documenting the decisions regarding the importation of hazardous waste into the United States and the exportation of hazardous waste to foreign countries. Records include the notification to export/import filed by a facility, manifests, correspondence to the country involved and responses, Acknowledgment of Consent letters to the facility allowing or denying import or export, and related reports required by regulations.

### Disposition Instructions:

**Item a:** Record copy

~~Disposible~~ Temp

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

### Guidance:

The Office of Compliance and Assurance, Office of Federal Activities, International Compliance Assurance Division (OECA/OFA/ICAD) is responsible for the disposition of the records covered by this schedule. Copies incorporated into other files (e.g., regional RCRA permits files) are to be retained according to the disposition instructions for the records they support.

The related database, Waste International Tracking System (WITSnet), is covered by schedule 089.

Legal citations include, but are not limited to:

- Resource Conservation and Recovery Act, as amended
- 40 CFR Parts 260-270

**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 program applicability has been changed from RCRA to Enforcement and Compliance Assurance and "RCRA" has been added to the title in the 08/31/2007 version.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Enforcement and Compliance Assurance, Office of Federal Activities, International Compliance Assurance Division

- **Contact:** Robert Heiss
- **Telephone:** 202-564-4108

**Related Schedules:**

EPA 089

**Previous NARA Disposal Authority:**

NC1-412-85-16/29b, N1-412-94-6/4

**Entry:** 03/30/1992

**EPA Approval:** Pending

**NARA Approval:** Pending