

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

~~Disposable~~ *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

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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