

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER N1-412-09-3	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED 2/15/09	
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request, including amendments, is approved except for items that may be marked A disposition not approved or A withdrawn in column 10.	
2. MAJOR SUBDIVISION Air					
3. MINOR SUBDIVISION Headquarters					
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis		5. TELEPHONE 202-566-1643		DATE 2/15/09	ARCHIVIST OF THE UNITED STATES Audrey Thomas
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 4 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 1/29/09		SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis		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 GRS OR SUPERSEDED JOB CITATION	10.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 746 - Stationary Source Audit Program (SSAP)				

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 746

Status: Development, 01/31/2009

Title: Stationary Source Audit Program (SSAP)

Program: Air

Applicability: Headquarters

Function: 108-025-01-01 - Manage State and Local Air Quality

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.

- Pending

Description:

The Stationary Source Audit Program (SSAP) is a database that allows federal, state and local regulatory agencies to order audit samples for compliance testing and report their results to EPA. The regulatory agencies key the data into the system and can get pass/fail results as well as print a variety of reports. The database was created in 2000 and includes data from 1984 to the present.

Disposition Instructions:

~~Item a: Electronic software program~~

Non-record

~~The Office of Air and Radiation, Office of Air Quality Planning and Standards, Air Quality Assessment Division, Measurement Technology Group is responsible for the disposition of this item.~~

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

~~Item b: Input~~

- **Varies**
- Follow instructions for EPA 171.

[Handwritten signature]

Item c: Electronic data

The Office of Air and Radiation, Office of Air Quality Planning and Standards, Air Quality Assessment Division, Measurement Technology Group is responsible for the disposition of this item.

- **Disposable**

- Delete when superseded or obsolete.

~~Item d: Output and reports~~

- **Varies**

- File with related records and follow instructions for the related records.

~~Item e: System documentation~~

~~The Office of Air and Radiation, Office of Air Quality Planning and Standards, Air Quality Assessment Division, Measurement Technology Group is responsible for the disposition of this item.~~

- **Disposable**

- Follow instructions for EPA 304, item a(1).

Guidance:

Reasons for Disposition:

The database provides a centralized point for audit sampling for compliance testing for stakeholders. Retention meets program needs.

Custodians:

Office of Air and Radiation, Office of Air Quality Planning and Standards, Air Quality Assessment Division, Measurement Technology Group

- **Contact:** Candace Sorrell
- **Telephone:** 919-541-1064

Related Schedules:

EPA 171, EPA 304

Previous NARA Disposal Authority:

None

Entry: 07/03/2008

EPA Approval: Pending

NARA Approval: Pending

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