REQUEST FOR RECORDS DISPOSITION AUTHORITY					JOB NUMBER NI-412-09-3			
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408					JOB NUMBER NI-412-09-3 DATE RECEIVED 2/5/09			
1. FROM (Agency or establishment)					NOTIFICATION TO AGENCY			
U.S. Environmental Protection Agency								
2. MAJOR SUBDIVISION								
Air					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			
3. MINOR SUBDIVISION								
Headquarters					Awithdrawn≅ in column 10.			
4. NAME OF PERSON WITH WHOM TO CONFER			5. TELEPHONE	DAT	E /	ARCHIVIST OF THE	UNITED STATES	
Johr	n B. Elli	S	202-566-1643	6/1	5/04	Admine-	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 <u>4</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, is not required; is attached; or has been requested.								
					ITLE			
					Agency Records Officer			
7. Item No.		8. DESCRIPTION OF ITEM ANI	CRIPTION OF ITEM AND PROPOSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION		10. ACTION TAKEN (NARA USE ONLY)	
	EPA 746 - Stationary Source Audit Program (SSAP)							
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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:

Non-racard

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Electronic software program

The Office of Air and Radianess 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 the the authorized retention period.

b: Input

- Varies
- Follow instructions for EPA 171

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.

Rend Output and reports

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

Eme: System documentation

The Office of Air and Radiation Office of Air Quality Planning and Standards, Air Quality Assessment Division, Measurement Technology **Compass** 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 1. 11 . . .

- 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

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EPA Records Schedule 746 ationary Source Audit Program (SSA)

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NARA Approval: Pending