

EPA Records Schedule 684

Status: Final, 10/31/2009

Title: Criminal Case Reporting System (CCRS)

Program: Enforcement and Compliance Assurance

Applicability: Agency-wide

Function: 108-025-08 - Compliance and Enforcement

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.

- N1-412-09-10

Description:

The Criminal Case Reporting System (CCRS) maintains information pertaining to individuals and companies associated with the Criminal Investigation Division's criminal leads and cases, as well as other information related to the conduct of criminal investigations. The information collected in CCRS includes investigative activity reports, investigative summary reports, subject information, and sentencing information. The information is obtained as a result of various investigative activities, including tips, complaints, interviews, surveillance, records review, evidence collection and analysis, and judicial action. The data is used to document the progress and results of criminal investigations

Disposition Instructions:

Item a: Electronic software program

This item is to be used only by the Office of Enforcement and Compliance Assurance, Criminal Investigation Division.

- **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.

Item c: Electronic data

This item is to be used only by the Office of Enforcement and Compliance Assurance, Criminal Investigation Division.

- **Permanent**
- Transfer data annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item d: Output and reports

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

Item e: System documentation

This item is to be used only by the Office of Enforcement and Compliance Assurance, Criminal Investigation Division.

- **Permanent**
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Documentation is transferred with the electronic data (item c).

Guidance:

CCRS replaced the Criminal Docket System (CRIMDOCK) in 2006. Criminal enforcement counsel records are scheduled as EPA 683. See EPA 208 for criminal investigation records, and EPA 025 and EPA 207 for enforcement actions for Superfund site-specific and other programs, respectively. Oil spill site-specific enforcement actions are covered in EPA 480.

Access to CCRS data is restricted to OECA, Office of Criminal Enforcement, Forensics and Training (OCEFT) employees and Regional Criminal Enforcement Counsels (RCECs).

Collection of CCRS information is inherent to CID's investigative responsibilities as mandated by Title 18 United States Code, Section 3063 (18 USC 3063), enacted under Public Law 100-582.

Reasons for Disposition:

The following changes were made in the 09/30/2008 version:

- Revised schedule title and description.
- Updated contact information.
- Revised guidance and reasons for disposition.

The following changes were made in the 04/30/2008 version.

- Revised disposition instructions for items a and b
- Added applicability to disposition items a, c and e.

- Revised title of disposition item e.

Disposition previously approved by the National Archives.

Custodians:

Office of Enforcement and Compliance Assurance, Criminal Investigation Division

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Related Schedules:

EPA 025, EPA 171, EPA 207, EPA 208, EPA 480, EPA 683

Previous NARA Disposal Authority:

NC1-412-81-13/2

Entry: 11/02/1993

EPA Approval: 05/14/2009

NARA Approval: 08/17/2009