



**This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the [Records Help Desk](#).**

# EPA Records Schedule 750

**Status:** Draft, 12/31/2009

**Title:** Water Quality Standards Database (WQSDB)

**Program:** Water

**Applicability:** Headquarters

**Function:** 108-025-02 - Manage Water 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.

- N1-412-09-14

## Description:

The Water Quality Standards Database (WQSDB) provides Internet accessible water quality standards (WQS) and criteria by waterbody in text, table and map format for the 86 jurisdictions currently with EPA approved WQS. Some of the information in the WQSDB is extracted from EPA approved versions of state WQS documents stored in the Water Quality Standards Data Repository (WQSDR). The WQSDR is a collection of Web pages and files that is managed as part of the Office of Science and Technology Web site.

WQSDB reports include information on designated uses, waterbody names, state numeric water quality criteria, and EPA recommended numeric water quality criteria and the information can be compared across the nation. The data in both the WQSDB and WQSDR are used by decision-makers and the general public for program administration, watershed planning and other actions that could affect maintaining or achieving water quality goals.

## Disposition Instructions:

~~Item a: Electronic software program~~

*Non-record*

~~The Office of Water, Office of Science and Technology at Headquarters is responsible for the disposition of this item.~~

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

~~Delete after file closure.~~

**Item b: Input**

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- **Disposable**
- Close when information has been transferred to the master file and verified.
- Delete after file closure.

**Item c: Electronic data - Record copy**

The Office of Water, Office of Science and Technology at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Close when program is discontinued or system is terminated. While system is in operation, transfer a copy of the data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time, to the National Archives prior to migration to new system version with major changes (e.g., V2.0 to V3.0), or every 10 years, whichever occurs first.
- Transfer final data to the National Archives 6 months after system is closed.

**Item d: Electronic copy of records transferred to the National Archives.**

Non-record

The Office of Water, Office of Science and Technology at Headquarters is responsible for the disposition of this item.

- **Disposable**
- Close when electronic record copy is successfully transferred to the National Archives.
- Delete after file closure.

**Item e: Output and reports**

Filing Instruction

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

**Item f: System documentation**

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The Office of Water, Office of Science and Technology at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Close when program is discontinued or system is terminated. While system is in operation,

transfer a copy, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time, to the National Archives prior to migration to new system version with major changes (e.g., V2.0 to V3.0), or every 10 years, whichever occurs first.

- Transfer final system documentation to the National Archives 6 months after system is closed, with the electronic data (item c).

**Guidance:**

WQS source documents are covered by EPA 258, items a(1) and (2). The WQSDR is covered by EPA 095.

Specific legal citations include, but are not limited to:

- Clean Water Act, Section 303(c)(2)(A)
- 40 CFR 131.6

**Reasons for Disposition:**

The following changes were made to the 06/30/2009 version:

- Revised file closure instructions for items b, c, d and f.
- Revised disposition instructions for items c, d and f.
- Revised disposition for items e and f.
- Added reasons for disposition.

The retention meets EPA's business needs. As part of EPA's business process, when EPA has to approve or disapprove a state WQS, it may need to research the prior water quality and uses made of a particular water body -- back to December 28, 1975 (40 CFR 131.3(e)). November 28, 1975 is the date EPA promulgated the initial Federal water quality standards regulations related to existing uses [cite: 40 CFR 55334 (Nov. 28, 1975)]; and 40 CFR 131.10(g)].

**Custodians:**

Office of Water, Office of Science and Technology

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**Related Schedules:**

EPA 095, EPA 258

**Previous NARA Disposal Authority:**

None

**Entry:** 03/05/2009

**EPA Approval:** 08/31/2009

**NARA Approval:** Pending