

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-412-86-1	DATE RECEIVED 06-23-86
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Radiation Programs		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Harold Webster Thomas Tasker	5. TELEPHONE EXT. 382-5912 382-5911	DATE 6-4-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 5 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
6/13/86	<i>Thomas Tasker</i> Thomas Tasker	Agency Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1 - 16	The Office of Radiation Programs Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this schedule is part of a major review and update of the EPA Records Control Schedules.  Attached is a copy of the revised Radiation Program Records Control Schedule.	Appendix C Schedule 11	

*(14 items)*

Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Radiation Program Records

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
1.	6	1½	Subject
3.	½	¼	Numerical
5.	½	¼	Chronological
15. a.	2	¼	Chronological

Atch to SF 115 (Revised Item Numbers compared to Previous Item Numbers,  
 Schedule Number, and NARS Job Number)

Title Of Schedule: Radiation Program Records

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
1. (new)		c-11	NC1-412-76-8
2. (new)			
3. (new)			
4.	2		
5. (new)			
6. (new)			
7.	1		
8.	3		
9.	4		
10.	9		
11.	10		
12.	14		
13.	16		
14.	17		
15.a	18g		
15.b	21		
16.	24		

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO.

11

TITLE OF SCHEDULE

RADIATION PROGRAM RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

15. Environmental Data and Information.

a. Quality Assurance. Contains records used to assure quality of analytical procedures used by labs. Interlab cross-check reports, trip reports, special project analysis reports.

b. Environmental Radiation Data. An official publication presenting data on environmental radiation levels obtained through the Environmental Radiation Ambient Monitoring System (ERAMS). In addition, data obtained through states and universities are presented as supplied. Issued quarterly.

Retention:

- a. Record or Master Copy. Permanent.
- b. Distribution Supply Copies. Retain 3 years.
- c. Information Copies. See disposition below.

Disposition:

- a. Record or Master Copy. Break file after publication. Keep in office 1 year, then transfer to the ERC. Keep in the ERC 20 years, then offer to the National Archives. *in five years blocks*
- b. Distribution Supply Copies. Break file after printing and initial distribution. After 3 years, destroy undistributed copies.
- c. Information Copies. Destroy when no longer used.

~~16. Personal Reference Collections. Collections of technical and related reference documents and printed material maintained by individual staff members for personal use. Records consist of articles from professional journals, information copies of technical reports, copies of authored and received memos and correspondence, photos, maps, handbooks, etc.~~

~~Retention: See disposition below.~~

~~Disposition: Break file upon termination or transfer of owner staff member. Review file and remove any records of value to the Agency. Offer file to departing staff member. If offer rejected, keep 1 month, then destroy.~~

RECORDS MANAGEMENT MANUAL

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RETENTION PERIOD AND DISPOSITION

- |     |  |   |
|-----|--|---|
| 10. | <u>Economic Analysis Project Files.</u> Contains documentation relating to the development of economic data for radiation standards and guidelines. Records consist of review or development requests, analysts' workpapers, drafts of conclusions, comments on economic reviews and conclusions.  | <u>Retention:</u> Retain 7 years.<br><u>Disposition:</u> Break file upon completion of project. Keep in office 2 years, then transfer to the FRC. Destroy when 7 years old. |
| 11. | <u>Professional Association Files.</u> Covers contacts and activities with professional associations and institutions. Records consist of organization brochures, newsletters, lists of members and officers, meeting and conference arrangements, minutes and transcripts of meetings, special reports and studies, requests for information, speeches, papers, etc.  | <u>Retention:</u> See disposition below.<br><u>Disposition:</u> Review every 3 years and destroy outdated material.   |
| 12. | <u>Advanced Technology Problem Area Projects File.</u> Contains data relating to nuclear fuel processing, fabrication of uranium and plutonium, generic field studies, waste disposal, enrichment, transportation, and other radiation technology problem areas. Records consist of problem statements and work plans, analysis and calculation workpapers, field investigation reports, requests for proposals, contracts, testimony before State and Federal legislative bodies, technical reports, etc. | <u>Retention:</u> Retain 5 years.<br><u>Disposition:</u> Break file upon completion of project. Keep in office 5 years, then destroy.                                       |
| 13. | <u>Emergency Planning Program File.</u> Covers EPA's program for the recognition, handling, and prevention of radiological incidents. Records consist of accident and incident reports, investigation reports, emergency planning symposium arrangements, model emergency plans, newspaper clips, interagency meetings and conference minutes, scenarios for power plan accident exercises, etc.<br><br>a. Emergency Preparedness.<br><br>b. Emergency Response.<br><br>c. Work Maps                       | <u>Retention:</u> Retain 7 years.<br><u>Disposition:</u> Break file at end of 2 years. Keep in office 2 years, then transfer to the FRC. Destroy when 7 years old.          |
| 14. | <u>Protective Action Planning Manual - Work File.</u> Contains data and supporting documentation for the development of the nuclear incident protective planning manual. Records consist of technical articles and reports, task force organization, work plans and reports, section drafts, comments, program reports, etc.   | <u>Retention:</u> See disposition below.<br><u>Disposition:</u> Review every 3 years and destroy outdated material.   |

RECORDS MANAGEMENT MANUAL

Corrections made to this page are in the nature of typographical omissions by EPA . This type of information is carried on all EPA schedules. *CR 6/1/87*

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES		SCHED. NO.
TITLE OF SCHEDULE		11
RADIATION PROGRAM RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>Controlled and Major Correspondence of the Director, Office of Radiation Program.</u> Includes copies of controlled and major correspondence signed by the Director. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Keep in FRC for 10 years, then offer to the National Archives. in 5 yr. blocks.</p>
2.	<u>General Correspondence of the Director, Office of Radiation Program.</u> Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
3.	<u>Program Development File.</u> Consists of records related to the development of Radiation policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office 3 years, then transfer to the FRC. Keep in FRC for 20 years, then offer to the National Archives. in 5 yr. blocks.</p>
4.	<u>Program Management File.</u> Consists of records related to the management and administrative support of each unit of the Office of Radiation. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
5.	<u>Speeches by Director or Staff.</u> Speeches prepared for delivery at civic functions and professional conferences and meetings.	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after presentation. Keep in office 5 years, then transfer to the FRC. Keep in FRC for 5 years, then offer to the National Archives. in 5 yr. blocks.</p> <p>b. <u>Information Copies.</u> Destroy when 1 year old or sooner if no longer needed.</p>

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RADIATION PROGRAM RECORDS		APPLICABLE HEADQUARTERS OFFICE
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6.	<u>Freedom of Information Responses File.</u> Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.	<u>Retention:</u> Retain <sup>2</sup> years. <u>Disposition:</u> Break file at end of year. Keep in office <del>current</del> <sup>2</sup> plus 1 additional year, then transfer to the FRC. Destroy when <sup>2</sup> years old.
7.	<u>Regulations, Standards, and Guidelines.</u> Contains information relating to the development and implementation of rules for implementing radiation legislation passed by Congress. File also contains supporting data for the development of radiation rules promulgated by the Nuclear Regulatory Commission and the Energy Research and Development Agency (since incorporated into the Department of Energy). Records consist of requests to develop work group, minutes of work group meetings, drafts of proposed rules, comments on rule, Federal Register tear sheets, supporting literature, hearing arrangements and transcripts.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file after resolution of any litigation. Keep in office 1 year, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives <i>in five years blocks.</i>
8.	<u>Contracts and Grants Program File.</u> Documentation relating to the formulation, award, control, and changes in contracts and grants for radiation studies. Contract and grant services primarily used to develop background data for the writing of a standard regulation or guideline. Records consist of orders for services, procurement requests, justification statements, task orders, proposals, bid evaluations, award notices, contracts or agreements, progress reports, change notices, staff comments on contract activities, etc.	<u>Retention:</u> Retain 6 years. <u>Disposition:</u> Break file upon completion of contract or grant. Keep in office 1 year, then transfer to the FRC. Destroy when 6 years old.
9.	<u>Final Reports Resulting from Studies and Services by Contractors, Grantees, and Intergovernmental Groups.</u> Final reports submitted by contractors, grantees, and interagency study groups.	<u>Retention:</u> a. <u>Record or Master Copy.</u> Permanent. b. <u>Information Copies.</u> As determined by user's needs. <u>Disposition:</u> a. <u>Record or Master Copy.</u> Break file upon completion of contract or grant. Keep in office 2 years, then transfer to the FRC. Keep in the FRC 20 years, then offer to the National Archives <i>in five years blocks.</i> b. <u>Information Copies.</u> Destroy when no longer needed.

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