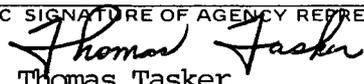


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <i>NI-412-88-3</i>	DATE RECEIVED <i>6/30/88</i>
1 FROM (Agency or establishment) <b>ENVIRONMENTAL PROTECTION AGENCY</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>OFFICE OF TOXIC SUBSTANCES</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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		DATE <i>7/7/89</i>	ARCHIVIST OF THE UNITED STATES 
4 NAME OF PERSON WITH WHOM TO CONFER <b>THOMAS TASKER SUZANNE ANNAND</b>	5 TELEPHONE EXT <b>382-5911 382-7820</b>		
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 \_\_\_\_\_ 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 <i>6/27/88</i>	C SIGNATURE OF AGENCY REPRESENTATIVE  Thomas Tasker	D TITLE Agency Records Management Officer
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
18 & 19	<p>The Office of Toxic Substances Records Control Schedule is being revised to add coverage of Superfund Amendment Reauthorization Act (SARA), Title III, Section 313 records.</p> <p>Attached is a copy of the revised Office of Toxic Substances Records Control Schedule for items 18 and 19.</p> <p><u>Request for Waiver to Send Unscheduled Records to FRC</u></p> <p>The Office of Toxic Substances will be receiving a large volume (approximately 300,000) of Section 313 submissions beginning July 1, 1988. EPA does not have storage facility space to store these records and request that a waiver be given to the Agency so that these records can be transferred to the FRC while the pending schedule is being reviewed and approved by NARA.</p> <p>ALL CHANGES TO THIS PROPOSED SCHEDULE HAVE BEEN APPROVED BY:</p> <p><i>Joyce M. Ray 6/27/89</i>     <i>Suzanne P. Annand 6-27-89</i></p> <p>NARA APPRAISER     DATE     AGENCY REPRESENTATIVE     DATE</p>	NCI-412-85-12	

(Revised per agency instructions 6/20/89)

18. SARA, Title III, Section 313, Toxic Chemical Release Inventory File.

- a. Trade Secret Claims.
- b. All other submissions and related documents pursuant to Title III, Section 313 of the Superfund Amendments and Reauthorization Act of 1986 (SARA). Records consist of EPA Form R, Toxic Chemical Release Inventory Reporting Form (9350-1) and related correspondence such as notices of noncompliance and responses to notices of noncompliance and voluntary corrections and changes to data submitted on EPA Form R. Also Section 322(d) petitions, petition to request access to trade secret information.

DISPOSITION:

- a. **PERMANENT.** Break file every 5 years and transfer to FRC. Transfer to National Archives when most recent record is 15 years old. If any claims are submitted in electronic form, produce a paper copy to serve as the record copy and scratch the electronic record when no longer needed.
- b. Break file after all information has been entered into Toxic Release Inventory System database. Keep in office (Reporting Center) until 50 cu. ft. of records have accumulated, then transfer to FRC. Destroy when most recent record is 15 years old.

19. Toxic Release Inventory System.

Contains all relevant information, except signature, provided on EPA Form R. Also contains data from EPA Form 9350-1, Toxic Chemical Release Inventory Reporting Form.

DISPOSITION:

**PERMANENT.** Transfer cumulative tape to the National Archives annually. Also provide:

- \* System documentation
- \* Software
- \* Description of system operations hardware
- \* Other appropriate information describing any unusual characteristics of the system