

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Regional Environmental Services Program Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Michael L. Miller
Michael L. Miller

5. TELEPHONE
(202) 260-5911

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-412-93-1

DATE RECEIVED
10-8-92

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
4-5-95

Cindy Sunkamp Peters
ARCHIVIST OF THE UNITED STATES

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 3 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.

DATE
10/05/92

SIGNATURE OF AGENCY REPRESENTATIVE
Michael L. Miller
Michael L. Miller

TITLE
Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>See attached pages Schedule consists of one series of records concerning analytical data files.</p> <p><i>Copies sent to agency, NNT, NSX, NCF 4/10/95</i></p>		

DRAFT OF 9/9/92

U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Analytical Data Files

PROGRAM: Regional/Environmental Services

EPA SERIES NO: 223R

NARA SCHEDULE NO. Pending
(Use this number to retire records to the FRC)

APPLICABILITY: Can be applied by Regional Environmental Services programs

IDENTIFYING INFORMATION:

DESCRIPTION: Files consist of raw data and documentation for sampling and analytical activities. Files contain field sampling information and analytical results, quality control data, and supporting raw data. Specific documents include: analysis request forms, field sheets, chain of custody, data review memoranda, data reports, analyst log books, sample logbooks, data sheets, correspondence, quality control summaries, QC data logs and worksheets. This item does not cover Superfund records.

ARRANGEMENT: Arrangement varies

TYPE OF RECORDS:
Case files

RESTRICTIONS:
Confidential Business Information
Enforcement Sensitive Information

MEDIUM:
Paper, forms, electronic

VITAL RECORDS:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 223R

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
Yes

FILE BREAK INSTRUCTIONS: Break file upon completion of sampling activity.

DISPOSITION INSTRUCTIONS: Retain in office at least 2 years, then transfer to FRC. Destroy 10 years after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Analytical data files are the supporting paperwork required to generate, validate, and release analytical data from sampling activities of the Agency. Contents must be sufficient to reconstruct the analytical process and be defensible in case of litigation.

AGENCYWIDE GUIDANCE: Office may retain files if the activities are likely to become a compliance or enforcement issue. Compliance files are covered in EPA 211R and enforcement files are EPA 207R.

Final reports are permanent records and are scheduled under EPA 018A for Superfund and EPA 005A for programs other than Superfund.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CREATING UNIT: Multiple units

CONTACT POINT:

Name:

Name:

Location:

Mail Code:

Inclusive Dates:

Telephone:

Volume on Hand (Feet):

Office:

Annual Accumulation:
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 005A, EPA 018A, EPA 207R, EPA 211R

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		7/1/92	9/9/92