

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
 U.S. Environmental Protection Agency

2. MAJOR SUBDIVISION
 Office of Water

3. MINOR SUBDIVISION
 Off of Wastewater Enforcement and Compliance

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-412-94-1

DATE RECEIVED
10-7-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
11-1-96

ARCHIVIST OF THE UNITED STATES
John W. Cal

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
10/7/93

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 GRS OR SUPERSEDED JOB CITATION	10.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>Records of the NEEDS Survey</p> <p><i>Mike Miller, EPA Records Officer, concurs with revisions as proposed 10/8/96.</i></p> <p><i>C. Jean Sadlir, NIRE</i></p>		

DRAFT OF 3/3/95

U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Needs Survey

PROGRAM: Water

EPA SERIES NO: 405A

NARA SCHEDULE NO. N1-412-94-1
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: The Needs Survey is an automated inventory of all existing or proposed publicly owned treatment works (POTWs) needing construction or renovation to meet the requirements of the Clean Water Act. The Survey is a joint effort of EPA and the States to assess the capital investment required to build or improve municipal wastewater treatment facilities. Includes information on locations and characteristics, construction cost estimates and how they are documented, populations served by collection and treatment, flow capacity, effluent characteristics, and treatment processes. Information is collected and/or updated every two years from each State and used to compile the biennial Needs Survey Report to Congress. Survey information is available for 1984, 1986, 1988, and 1990 and available to the public.

Records can be divided into a number of major components:

- a. Needs Survey program file - Consists of documentation of survey development. Includes contracts for assistance, pilot study, development of questionnaires, procedures for conduct of survey, weekly status reports, analysis of results, and allocation formulas.
- b. Final Report to Congress - Consists of biennial report to Congress.
- c. Questionnaires - Consists of completed questionnaires.
- d. Data Base - Consists of data from survey questionnaires.

ARRANGEMENT: Arrangement varies by type of record.

TYPE OF RECORDS: Data files, forms, publications, reports	SPECIFIC RESTRICTIONS: None
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MEDIUM: Paper, forms, electronic	VITAL RECORD: No
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FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
Clean Water Act, as amended, Sections 205(a) and 516(b)(1)

EPA SERIES NO. 405A

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Disposable
- b. Permanent
- c. Disposable
- d. Permanent

TRANSFER TO FRC PERMITTED:

- Yes
- Yes
- No
- No

FILE BREAK INSTRUCTIONS:

- a and b. Break file at completion of study.
- c. Break file upon transfer of data to electronic format.
- d. Break file at completion of study.

DISPOSITION INSTRUCTIONS:

- a. Keep in office 2 years after file break, then retire to the FRC. Destroy when 10 years old.
- b. Keep in office 1 year after file break, then retire to the FRC. Keep in FRC 20 years, then transfer to the National Archives in 6 year blocks.
- c. Keep in office 2 years after file break, then destroy.

d. Transfer a copy of the final data in an ASCII flat file format on either 9 track new or recertified tape or IBM 3480 cartridges, together with current documentation (such as data manual, file specifications, code translations, record layouts, user guides, or data dictionary) to the National Archives ~~when data are made available to the public~~. *every two years when the data are submitted to the National Technical Information Service (NTIS) for public distribution.*

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Related records in items 18 and 19 of NC1-412-85-6 have been combined into one item. Disposition previously approved by the National Archives is unchanged.

*cg 3
10/8/96*

AGENCY-WIDE GUIDANCE: The Industrial Facilities Discharge (IFD) File is scheduled as EPA 444A.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Office of Wastewater Enforcement and Compliance, Municipal Support Division
Location:

Inclusive Dates: 1970-

Volume on Hand (Feet):

Annual Accumulation: 25,000 records annually

CONTACT POINT:

Name: Len Fitch

Mail Code: 4204

Telephone: 202-260-5858

Office: OWEC/MSD

Room: 2606 NE Mall

CONTROL INFORMATION:

RELATED ITEMS: EPA 444A

EPA SERIES NO. 405A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-85-6/18a**b**, *NC1-412-77-1, item 15*

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
8/4/86	12/9/86	12/28/92	3/3/95