

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

Office of Solid Waste and Emergency Response

3. MINOR SUBDIVISION

Chemical Emergency Preparedness and Prevention Office

4. NAME OF PERSON WITH WHOM TO CONFER

Dorothy McManus

5. TELEPHONE

(202) 260-8606

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-412-95-1

DATE RECEIVED

4-3-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5-31-95

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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 ____ 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,

☒ XX

is not required;

☐

is attached; or

☐

has been requested.

DATE

3/22/95

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

Agency Records Officer, Information
Management Services Division7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION10. ACTION
TAKEN (NARA
USE ONLY)

See attached Records Control Schedule EPA No. 048H

Trade Secret Files under Emergency Planning and
Community Right-to-Know Act for Sections 303, 311, 312.

Not Applicable

WITHDRAWN

DRAFT OF 3/6/95

U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Trade Secret Files Under Emergency Planning and Community Right-To-Know Act for Sections 303, 311 and 312

PROGRAM: Superfund

EPA SERIES NO: 048H

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

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Contains documents relating to the requirement for submission of information to State and local governments on the presence, inventory and storage of chemical substances by facilities under Sections 303, 311 and 312 of the Superfund Amendments and Reauthorization Act of 1986. Information collected includes trade secret claims submitted to EPA under Section 322 of SARA Title III and includes information collected relating to the accuracy of a claim of trade secret for the identity of substances reported under Sections 303, 311 and 312. Includes chemical identity, substantiation of trade secret eligibility, and other information on the chemical for which trade secret protection is being claimed.

ARRANGEMENT: Arranged by batch number.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program oversight

SPECIFIC LEGAL REQUIREMENTS:
SARA Title III - Emergency Planning and Community Right-To-Know Act, Sections 303, 311 and 312
40 CFR 372

EPA SERIES NO. 048H

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
Yes

FILE BREAK INSTRUCTIONS: Break file annually.

DISPOSITION INSTRUCTIONS: Keep inactive materials in office 1 year after file break, then retire to FRC. Destroy 20 years after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records provide essential documentation of EPA's statutory and regulatory responsibilities.

AGENCY-WIDE GUIDANCE: The records of this series are maintained by CEPPPO in OSWER at Headquarters.

See EPA 224A for EPCRA records kept by other headquarters and regional programs. Toxic Substances Facility Files are covered in EPA 227R and files related to State Oversight in EPA 203A. The EPCRA Targeting System (ETS) is scheduled as EPA 266A and the Toxic Substances Release System (TRIS) as EPA 272A.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witness disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Records received in the office are for the preceeding calendar year. Retire files in sealed boxes. Retrieve only whole boxes. Access is limited to EPA employees or authorized EPA contractors.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: CEPPPO

*Chemical Emergency
Preparedness and
Prevention Office*

Location: WSM

CONTACT POINT:

Name: Dorothy McManus

Mail Code: 5101

Inclusive Dates: 1987-

Telephone: 202-260-8606

Volume on Hand (Feet): 36 cu. ft. Office: OSWER

Annual Accumulation: 5 cu. ft. Room: 3606
(feet or inches)

CONTROL INFORMATION:

RELATED ITEMS: EPA 203A, EPA 224A, EPA 227R, EPA 266A, EPA 272A

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		2/5/95	3/6/95