

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 Water

3. MINOR SUBDIVISION

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

5. TELEPHONE
 260-5911

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-412-95-4

DATE RECEIVED
 7-25-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 6-12-98

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 20 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
 7-14-1995

SIGNATURE OF AGENCY REPRESENTATIVE
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 GRS OR SUPERSEDED JOB CITATION	10.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 EPA Records Schedules concerning the Office of Water records.</p> <p>368H 414A 429H 432A 443A 444A 445A 446A</p>		

EPA Records Schedule 368

Status: Final, 02/15/2007

i) **Title:** Ocean Data Evaluation System (ODES)

Program: Water

Applicability: Headquarters

Function: 108-023-02 - Water Monitoring and Forecasting

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-95-4/1

Description:

The Ocean Data Evaluation System (ODES) is used for storing and analyzing water quality and biological data from marine, estuarine, and freshwater environments. The system supports Federal, State, and local decision makers associated with marine monitoring programs, and managers and analysts who must meet regulatory objectives through the evaluation of marine monitoring information. ODES contains data from the National Estuary Program, the Great Lakes National Program Office, the Ocean Disposal Program, 301(h) Sewage Discharge Program, the National Pollutant Discharge Elimination System Program, and the 403(c) Program. Records pertain to water quality, fish abundance, bioaccumulation, benthic infauna, fish histopathology, bioassay, and sediment physical/chemical characteristics. Users can examine both spatial and temporal relationships among variables. A quality assurance report describing analytical methods and procedures for each data set is stored with each data set.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- For each major version change, maintain current version following procedures required in NTSD's directives and procedures.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

- **Permanent**
- Transfer annually to the National Archives as specified in 36 CFR 1228.270 or standards applicable at the time.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- **Permanent**
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.270 or standards applicable at the time. This documentation is transferred along with the electronic data (item c).

Guidance:

This records schedule covers the ODES data files. Analysts and managers who use the system to support activities such as regulatory development or decision-making support should carefully consider whether the ODES information was an essential part of the decision-making process. If so, it will be necessary to document in the official file how ODES was used. This may be accomplished in one of several ways, such as by including a copy of the analysis, summary information, or a printout of the results in the official file, or by maintaining a copy of the data analyzed in electronic form.

The Storage and Retrieval Water Quality Data Base (STORET) is scheduled as EPA 400.

Reasons for Disposition:

System was identified in the National Academy of Public Administration's study of Federal data bases as a Category A system that should be accessioned by the National Archives as soon as possible.

Custodians:

Office of Water, Office of Wetlands, Oceans and Watersheds, Assessment and Watershed Protection Division

- **Contact:**
- **Telephone:**

Related Schedules:

EPA 171, EPA 400

Previous NARA Disposal Authority:

Entry: 12/15/1992

EPA Approval: 07/14/1995

NARA Approval: 06/12/1998

DRAFT OF 5/20/96

U.S. EPA RECORDS CONTROL SCHEDULE

2) **SERIES TITLE:** Effluent Guidelines Studies (EFG)

PROGRAM: Water

EPA SERIES NO: 414X^H

NARA SCHEDULE NO. N1-412-95-4/2

APPLICABILITY: Headquarters

*Superseded by
version of 2/15/2007*

*See Bunking York email
of 10/22/2007*

IDENTIFYING INFORMATION:

DESCRIPTION: The Effluent Guidelines Studies (EFG) contain information collected on an industry-by-industry basis to support development of various technology-based effluent guidelines. Studies were conducted separately and with different study leaders. Information collected includes questionnaires covering engineering and economic information on individual plants. The questionnaires are supplemented by sampling and analyses from waste water discharge points, and secondary engineering and economic information. Information may include: plant name and location, plant size and age, wastewater characteristics, wastewater controls, treatment technologies, types of products/services, waste use, costs of wastewater treatment, pollution prevention practices.

ARRANGEMENT:

TYPE OF RECORDS:
Forms, reports

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Regulatory development

SPECIFIC LEGAL REQUIREMENTS:
Clean Water Act, as amended, Section 301, et seq.
40 CFR 100, et seq.

EPA SERIES NO. 414X4

DISPOSITION INFORMATION:

FINAL DISPOSITION:

Disposable

TRANSFER TO FRC PERMITTED:

Yes

FILE BREAK INSTRUCTIONS: Break file when study completed.

DISPOSITION INSTRUCTIONS: Keep in office up to 5 years after file break, then retire to FRC. Destroy 10 years after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: The 10 year retention was based on the NARA approved retention for similar studies. Related documentation used to develop regulations and standards is scheduled for permanent retention either in EPA series 149A - Regulations, Standards and Guidelines, or EPA 150A - Rulemaking Dockets.

AGENCY-WIDE GUIDANCE: Records related to the development, review, and approval of regulations, standards, and guidelines are scheduled as EPA 149A. Rulemaking Dockets are covered in EPA 150A.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: OW/OST

Location: WSM

Inclusive Dates: 1973 -

Volume on Hand (Feet): 60 lin. ft. Office: EAD

Annual Accumulation: 10
(feet or inches)

CONTACT POINT:

Name: Eric Strassler

Mail Code: 4102

Telephone: 202-260-7150

Room: E1027

CONTROL INFORMATION:

RELATED ITEMS: EPA 149A, EPA 150A

**PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:**

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		1/6/93	5/20/96

DRAFT OF 3/13/95

U.S. EPA RECORDS CONTROL SCHEDULE

3) SERIES TITLE: State 305(b) Water Quality Reports

PROGRAM: Water

EPA SERIES NO: 429H

NARA SCHEDULE NO. Pending

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: This biennial report is prepared by State governments and submitted to EPA for review and analysis and transmission to Congress. Reports present a description of navigable water quality, protection of water life, elimination of pollutants, cost control, and other related records.

ARRANGEMENT:

TYPE OF RECORDS:
Reports

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program oversight

SPECIFIC LEGAL REQUIREMENTS:
Clean Water Act, as amended, Section 305(b)
40 CFR 130

EPA SERIES NO. 429H

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: Break file upon transmission of report to Congress.

DISPOSITION INSTRUCTIONS: Keep inactive materials in office 10 years after file break, then destroy.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Retention has been extended from 2 to 10 years to meet administrative needs of the program.

AGENCYWIDE GUIDANCE: See EPA 446A - The Waterbody System (WBS) for the automated data base of State water quality assessment information required by Section 305(b).

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: OW/OWOW/AWPD

Location: Fairchild Bldg.

Inclusive Dates: 1984 to present

Volume on Hand (Feet): 40 ft.

Annual Accumulation: 10 ft.
(feet or inches)

CONTACT POINT:

Name: Barry G. Burgan

Mail Code: 4503F

Telephone: 202-260-7060

Office: Monitoring Branch

Room: 200

CONTROL INFORMATION:

RELATED ITEMS: EPA 446R

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-85-6/50- 76-7/20

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
8/4/86	12/9/86	12/21/92	3/13/95

EPA Records Schedule 432

Status: Final, 02/15/2007

4) **Title:** Underground Injection Control (UIC) Program Summary System

Program: Water, Enforcement and Compliance Assurance

Applicability: Agency-wide

Function: 108-025-08 - Compliance and Enforcement

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-95-4/4

Description:

Contains annual summary reports of individual injection well activities conducted by each state and EPA administered Underground Injection Control (UIC) program. The summary information is used by EPA for the monitoring and enforcement of the UIC portion of the Safe Drinking Water Act (SDWA). EPA's monitoring and enforcement are primarily achieved through initial, quarterly, and annual reporting requirements for both owner/operator and primary enforcement (primacy) authorities. EPA uses a set of standardized forms (EPA form 7520) to collect and maintain UIC information at the state program level and at the EPA regional level. (Regions have the role of implementing UIC programs for states, territories, and Indian tribes, which do not have their own UIC programs.) Each region forwards to headquarters a set of forms (by primacy agency) which summarizes activities conducted by all UIC programs in its jurisdiction. These summaries represent the minimum information necessary to achieve the Agency's goals and satisfy regulatory requirements (e.g., permits, compliance and enforcement, inspection, mechanical integrity testing, and inventory). Headquarters maintains the summary information from the 7520 forms on a PC-based system called the UIC Program Summary System.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Delete when superseded by routine software updates or when no longer needed.

Item b: Input

- **Disposable**
- Keep in office up to 7 years after closure, then destroy.

Item c: Electronic data

- **Disposable**
- Close when superseded.
- Maintain data for 20 years, then delete.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- **Disposable**
- Keep inactive materials in office up to 2 years after closure, then retire to the FRC. Destroy when 15 years old.

Guidance:

Some confidential business information (CBI) restrictions apply to access of individual Class I hazardous waste injection well information maintained at the state and regional levels.

A similar system for Region 4 is scheduled as EPA 234. Information from the regional system is extracted and sent by mail to headquarters.

Due to a recent reorganization, enforcement data is now sent to the Office of Enforcement and Compliance Assurance.

Reasons for Disposition:

The purpose of the UIC program is to establish a federal-state regulatory system to ensure that actual or potential sources of drinking water are not endangered by the underground injection of contaminants. EPA information users include regional and headquarters staff who make decisions to: justify budget request/program plans; make fair resource allocation/grant allotments; satisfy public and other group requests; assess program progress and implementation; identify environmental success against litigation; plan the budget; track and evaluate regional performance; identify research needs and respond to inquiries from the Office of Management and Budget, Congress, General Accounting Office, and the public. Primary enforcement agencies in state use the information to target inspection and enforcement activity; to establish permit terms and conditions; to track performance against demands; identify violations; assess their significance; and evaluate their own program activities.

Custodians:

Office of Water, Office of Ground Water and Drinking Water, Ground Water Protection Division

- **Contact:** Bruce J. Kobelski
- **Telephone:** 202-564-3888

Office of Enforcement and Compliance Assurance, Water Enforcement Division

- **Contact:** Don Olson
- **Telephone:** 202-564-5558

Related Schedules:

EPA 234

Previous NARA Disposal Authority:

Entry: 01/11/1993

EPA Approval: 07/14/1995

NARA Approval: 06/12/1998

EPA Records Schedule 443

Status: Final, 02/15/2007

5) **Title:** Hazardous Waste Injection Well Database

Program: Water

Applicability: Agency-wide

Function: 108-025-03-01 - Underground Injection Control

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-95-4/5

Description:

The Hazardous Waste Injection Well Database is a PC-based inventory of Class I wells as defined by the Safe Drinking Water Act. The system stores information obtained during a special study to collect information for the 1985 Report to Congress on Injection of Hazardous Wastes. It also provides information on alternative treatment capacity analysis in addition to scheduling which wells are affected by the Resource Conservation and Recovery Act (RCRA).

The database includes the following data: facility or well owner/operator, identification and well class codes, chemical information concerning the injectate, well construction information, hydrogeological information about the area where injection occurs, waste information, RCRA codes and volumes.

The database consists of well records of active, inactive, and abandoned Class I wells and some limited information on Class I nonhazardous and Class IV wells. Since the completion of the study, few states have elected to update their information, therefore the major portion of records are only up-to-date as of 1987.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Delete when superseded by routine software updates or when no longer needed.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

- **Disposable**
- Maintain individual records 10 years after closure, then delete.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- **Disposable**
- Keep inactive materials in office up to 2 years after closure, then retire to FRC. Destroy when 15 years old.

Guidance:

Reports to Congress are scheduled as EPA 155.

Reasons for Disposition:

Records support program rulemaking activities and operations required by statute and regulation. The disposition meets program and administrative needs.

Custodians:

Office of Water, Office Ground Water and Drinking Water

- **Contact:** Robert E. Smith
- **Telephone:** 202-260-5559

Related Schedules:

EPA 155, EPA 171

Previous NARA Disposal Authority:

Entry: 01/07/1993

EPA Approval: 07/14/1997

NARA Approval: 06/12/1998

EPA Records Schedule 444

Status: Final, 02/20/2007

6) **Title:** Industrial Facilities Discharge (IFD) File

Program: Water

Applicability: Agency-wide

Function: 108-025-02-02 - Manage Point Sources of Water Pollution

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-95-4/6

Description:

The Industrial Facilities Discharge (IFD) File is a database of industrial point source dischargers to surface waters in the United States. There are three basic kinds of information:

- Facility - Includes site identification codes and summary effluent discharge.
- Discharge - Includes the components of individual discharges, including location, flow, and Standard Industrial Code (SIC). Nearly half of the direct dischargers tracked are POTWs (publicly-owned treatment works). Also includes indirect dischargers - industrial flows from industries that discharge to other facilities, such as POTWs, rather than directly to surface waters.
- Superfund sites on the National Priority List - Includes location name, State and county codes, latitude/longitude coordinates, Reach number, and the mileage offset within the reach.

Information is derived from several sources including the Permit Compliance System (PCS), the Needs Survey database, and EPA regional offices, states and local agencies. The File can be used for regulatory impact analyses, best available technology studies, regulation development, and special projects. It can be linked to other databases such as PCS and STORET as well as outside databases such as CETIS (Complex Effluent Toxicity Information System).

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Delete when superseded by routine software updates and quality assurance check completed or when no longer needed.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

- **Disposable**
- Delete when superseded or no longer needed.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for related records.

Item e: Supporting documentation

- **Disposable**
- Maintain most current version and destroy when system is discontinued.

Guidance:

The Permit Compliance System (PCS) is scheduled as EPA 419. See EPA 405 for the Needs Survey. The Storage and Retrieval Water Quality Data Base (STORET) is covered in EPA 400 and The Waterbody System (WBS) in EPA 446.

Reasons for Disposition:

Records support operations of Office of Wetlands, Oceans and Watersheds as required by statute and regulation. Database consists of data extracted from other EPA databases already scheduled for permanent retention. It is a subset of the Permit Compliance System (PCS) for industrial permittees only with some publicly available information added.

Custodians:

Office of Water, Office of Wetlands, Oceans, and Watersheds, Assessment and Watershed Protection Division

- **Contact:**
- **Telephone:**

Related Schedules:

EPA 171, EPA 400, EPA 405, EPA 419, EPA 446

Previous NARA Disposal Authority:

Entry: 01/08/1993

EPA Approval: 07/14/1995

NARA Approval: 06/12/1998

EPA Records Schedule 445

Status: Final, 02/20/2007

7) **Title:** Reach File

Program: Water

Applicability: Agency-wide

Function: 108-023-02 - Water Monitoring and Forecasting

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-95-4/7

Description:

The Reach File is a database of surface water features developed to identify all streams, lakes, reservoirs, coastlines, and estuaries in the United States. Each of the reaches in the file is uniquely identified by a 16-digit Reach number. The following kinds of information are maintained for each reach: hydrologic structure (reach name, type, length, upstream and downstream connections, state and county), reach trace (latitude/longitude coordinates along reaches), and open waterbody characteristics (description of whole waterbodies, e.g., ponds, bays, reservoirs, including surface area and perimeter. Information for the database was derived from many sources including NOAA aeronautical charts, USGS cataloging unit boundaries, and the USGS Geographic Names Information System (GNIS) database.

There are a number of STORET/Reach support files containing information from published sources and other agencies including the following: Gage and Dam Files, Drinking Water Supply File, and City and County Files. These files are used to assist researchers do analyses such as mean and low flow values, Public Water Supplies (PWS) characteristics, and sources of surface water supplies.

Disposition Instructions:

Item a: Electronic software programs (Reach File and support files)

- **Disposable**
- For each major version change to Reach File, maintain current version on tapes or cartridges according to NTSD's directives and procedures. For any routine software updates or version changes to software for the support files, delete software after quality assurance check is performed.

Item b: Input

- **Disposable**

- Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

- **Permanent**
- Transfer version RF3-Alpha of the Reach File data annually to the National Archives as specified in 36 CFR 1228.270 or standards applicable at the time. Delete data in support files when superseded or no longer needed.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- **Permanent**
- Transfer those records necessary to document how the Reach File system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.270 or standards applicable at the time. This documentation is transferred along with the transfer of the electronic data (item c). For support files, maintain the most current version and destroy when system is discontinued.

Guidance:

The Storage and Retrieval Water Quality Data Base (STORET) is scheduled as EPA 400. Other related systems include the Industrial Facilities Discharge (IFD) File - EPA 444 and The Waterbody System (WBS) - EPA 446.

Reasons for Disposition:

This is a unique geographic system that is essential for doing water quality analysis.

Custodians:

Office of Water, Office of Wetlands, Oceans and Watersheds, Assessment and Watershed Protection Division, Monitoring Branch

- **Contact:** Thomas G. DeWald
- **Telephone:** 202-566-1178

Related Schedules:

EPA 171, EPA 400, EPA 444, EPA 446

Previous NARA Disposal Authority:

Entry: 01/08/1993

EPA Approval: 07/14/1995

NARA Approval: 06/12/1998

EPA Records Schedule 446

Status: Final, 02/20/2007

8) **Title:** The Waterbody System (WBS)

Program: Water

Applicability: Agency-wide

Function: 108-023-02 - Water Monitoring and Forecasting

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-95-4/8

Description:

The Waterbody System (WBS) is a database of state water quality assessment information collected to meet the Agency's Congressional reporting requirements under Section 305(b) of the Clean Water Act. States submit information to EPA on several types of surface waters affected by point or nonpoint source pollution, lakes monitored under the Clean Lakes Program, and surface waters requiring the assigning of total maximum daily loads limits to restore or maintain their water quality.

Information entered into WBS includes: waterbody identification, water quality status, sources of impairment, assessment information, and causes of impairment. States, territories, and interstate commissions assemble available monitoring information and make judgments on water quality before summary information can be entered into the system. Information is submitted to EPA every two years. WBS stores the components and the results of the assessment, and is not designed to store, manipulate, or analyze raw monitoring data.

The WBS is linked to the EPA Reach File and STORET. The NPDES number also links facilities reported in WBS to Industrial Facilities Discharge (IFD) system and the Permit Compliance System (PCS).

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Delete when superseded by routine software updates and quality assurance check completed or when no longer needed.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

- **Disposable**
- Delete when superseded or no longer needed.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- **Disposable**
- Maintain most current version and destroy when system is discontinued.

Guidance:

Other related series include:

- EPA 400 - Storage and Retrieval Water Quality Data Base (STORET)
- EPA 419 - Permit Compliance System (PCS)
- EPA 444 - Industrial Facilities Discharge (IFD) File
- EPA 445 - Reach File

Reasons for Disposition:

Records support operations required by statute and regulation. Disposition meets administrative and program needs. This is an automated version of the information in EPA 429 - State 305(b) Water Quality Reports, which is disposable. Long-term responsibility for the data should lie with the submitting state.

Custodians:

Region 5, Water Division, Ground Water and Drinking Water Branch

- **Contact:** Cary McElhinney
- **Telephone:** 312-886-4313

Related Schedules:

EPA 171, EPA 400, EPA 419, EPA 429, EPA 444, EPA 445

Previous NARA Disposal Authority:

Entry: 01/08/1993

EPA Approval: 12/19/1996

NARA Approval: 06/12/1998