

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
 Superfund Program

3. MINOR SUBDIVISION

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

5. TELEPHONE
 (202) 260-5911

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-412-95-6

DATE RECEIVED
 7-21-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 6-25-96

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
 7-14-95

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached EPA Records Schedule 018A concerning Superfund Site Specific Sampling and Analytical Data Files.		

Draft of 6/6/95

U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Sampling and Analytical Data Files - Superfund Site Specific

PROGRAM: Superfund

EPA SERIES NO: 018A

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

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Records relate to chemical analysis services performed to support Superfund remedial and removal site-specific activities. Comprised of records created through the Contract Laboratory Program (CLP), including sample results in the form of:

- a. Current files,
- b. Purge files,
- c. HQ and Sample Management Office (SMO) files,
- d. EMSL/LV lab performance evaluation files, and
- e. Regional lab records which include in-house sampling.

Supporting documentation includes document inventory form, data summaries, field sheets, chain of custody forms, data sheets and reports, analyst log books, sample logbooks, correspondence, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) Sample Preparation (RAS), and Special Analytical Services (SAS).

ARRANGEMENT: Arranged by site, case number.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information
Enforcement Sensitive Information

MEDIUM:
Paper, forms, microfilm, cards

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
Comprehensive Environmental Response, Compensation, and Liability Act of 1980,
as amended, 42 USCA 9604
40 CFR 300

EPA SERIES NO. 018A

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. ~~Permanent~~ Disposable

b-d. Disposable

e. ~~Permanent~~ Disposable

TRANSFER TO FRC PERMITTED:

Yes

Yes

Yes

FILE BREAK INSTRUCTIONS:

a, b, c and e. Break file upon completion of primary or major data review/validation and data validation summary reports for the sample set are completed.

d. Break file upon completion of lab performance evaluation.

DISPOSITION INSTRUCTIONS:

a and e. Keep inactive materials in office at least 1 year, then retire to FRC. If volume necessitates, retire to the FRC prior to the designated time. ~~Transfer to NARA 5 years after the statute of limitations expires or all cost recovery actions have been completed, whichever is later. Sooner.~~

b and c. Keep inactive materials in office at least 1 year after file break, then retire to FRC. If volume necessitates, records may be retired to the FRC prior to the designated time. Destroy 30 years after file break.

d. Destroy 6 months after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: The technical portions contained in the current version of the CLP files and the in-house Regional lab files are the only files of permanent value. These files document what chemicals have been found at a site and will have relevance to that property forever. The purge and HQ or SMO files are needed for their evidentiary or litigatory value, and their life is consistent with that for other Superfund cost recovery records. The EMSL/LV records are of short-term value only.

AGENCY-WIDE GUIDANCE: Records covered include analyses conducted by EPA labs and special studies conducted by other labs as well as CLP data. Selected records from this series such as copies of data summaries may be filed as part of the removal and remedial site files and the administrative records and would be disposed of in accordance with the disposition instructions for those records. See EPA 013A, EPA 014A, and EPA 019R.

Superfund site-specific Contract Management Records are scheduled as EPA 020A. See EPA 025A for site-specific Enforcement Actions.

There are a number of systems records related to this series, including:

- EPA 062A - Lab Automation System (LBAU)
- EPA 064A - CLP Analytical Results Data Base (CARD)
- EPA 065A - Sample Tracking and Invoice Payment System (TIP)
- EPA 067A - CLP Statistical Data Base (STAT)

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 with witness disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

*Destroy when
See e-mail
attached for
agency concern
SY Elker
6/12/96*

*or when 30 years old
with FRC permission.*

EPA SERIES NO. 018A

CUSTODIAL INFORMATION:

CONTROLLING 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 013A, EPA 014A, EPA 019R, EPA 020A, EPA 025A, EPA 062A,
EPA 064A, EPA 065A, EPA 067A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-85-18/23

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		3/27/91	6/6/95