

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-412-95-7</i>	DATE RECEIVED <i>9-13-95 MHV</i>
1. FROM (Agency or establishment) <i>U.S. Environmental Protection Agency</i>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <i>All programs except RCRA</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Michael L. Miller</i>	5. TELEPHONE <i>202 260-5911</i>	DATE <i>8-7-96</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/8/95</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael L. Miller</i>	TITLE <i>Agency Records Officer</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	EPA series 205A 211A 224A 029A 207R 306A		

AUG 13 1996 MHV copy to: Agency, NNT, NCF, NSR, NSX

DRAFT OF 5/7/96

U.S. EPA RECORDS CONTROL SCHEDULE

1) **SERIES TITLE:** Permit Files

PROGRAM: All Programs except RCRA

EPA SERIES NO: 205A

NARA SCHEDULE NO. N1-412-95-7/1

(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Contains records used in the issuance or denial of a permit issued by EPA offices or authorized states, Federal Facilities, or interstate agencies. Includes draft and final permits, major and minor permits, permit modifications, general, special, emergency, research, interim permits, pretreatment, and others issued by the programs listed under Disposition Information. Consists of the notification form, permit applications, background and supporting documentation, public notices, comments and records of public meetings, fact sheets, exception reports, appeals, delistings, correspondence, financial assurance documents, and other related records.

ARRANGEMENT: Arranged by site, facility, or company.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information
Enforcement Sensitive Information

MEDIUM:

Paper, photographs,
publications, maps and
architectural materials,
forms

VITAL RECORD:

FUNCTIONS SUPPORTED:

Permitting

SPECIFIC LEGAL REQUIREMENTS:

Clean Water Act, as amended, Sections 402, 404

Clean Air Act, as amended, Section 502

Safe Drinking Water Act, as amended, Section 1401, et seq.

Toxic Substances Control Act, as amended, Sections 2605, 2607, 2611, 2614
and 2616

40 CFR 52

40 CFR 144

40 CFR 233

40 CFR 761

40 CFR 122

40 CFR 220

40 CFR 124

DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

- | | |
|--|-----|
| a. Underground Injection Control (UIC) permits when EPA is permitting authority and UIC exemptions:
Permanent | Yes |
| b. NPDES minor permits:
Disposable | Yes |
| c. All others: Disposable | Yes |

All others refers to: UIC except when EPA is permitting authority and UIC exemptions; NPDES except minors; pretreatment; ocean dumping, Section 404 dredging and fill; PSD; and TSCA PCB disposal.

FILE BREAK INSTRUCTIONS:

- a. Break file when injection deadline is met.
- b. Break file when no longer needed.
- c. Break file at permit renewal or termination (revocation or expiration) or at end of the fiscal year; bring forward active materials.

DISPOSITION INSTRUCTIONS:

- a. Keep inactive files in office up to 5 years after file break, then retire to FRC. Transfer to NARA 30 years after file break.
- b. When State is authorized, destroy when no longer needed. When State is not authorized, keep inactive files in office up to 5 years after file break then retire to FRC. Destroy 10 years after file break.
- c. Keep inactive files in office up to 5 years after file break, then retire to FRC. Destroy 10 years after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: This combines several previously scheduled items dealing with the Agency's permitting process. Underground Injection Control exemptions have been added as they provide a basis for on-going monitoring of possible public health threats to ground water. UIC exemptions pose the same long term threats that Superfund sites do and merit the same retention. These files contain information that would prove invaluable for remedial action if it should be determined that such action is warranted.

AGENCY-WIDE GUIDANCE: If authorized States maintain disposable records for retention periods identified above, the program office may decide to review the records in the State offices rather than maintain copies in Regional offices and destroy the copies it receives.

Draft permits may be destroyed after approval of final permit.

RCRA program permits are scheduled as EPA 478A - RCRA Generators, Transporters, and TSD Facilities Files.

Notification forms which have been withdrawn or cancelled prior to issuance of a permit are subject to the same retention as the permits.

Program office may retain permit files in the office if a permit is likely to become a compliance or enforcement issue. For example, PSD files on sources which have been closed or which have not emitted pollution for a period of 5 years may be retained if the potential for air pollutant emissions has not

EPA SERIES NO. 205A

been eliminated, i.e., process equipment for facilities have not been dismantled or removed from the site. EPA 207R covers Enforcement Action files and EPA 211A covers Compliance. See EPA 210R for Administrative Records - Permits, EPA 404H for Actual and Proposed NPDES Permits Reports, EPA 419A for Permit Compliance System, and EPA 432A for UIC Program Summary System.

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: Previous schedule items combined into this schedule were for the following programs: Federal Activities, Water, Air and Hazardous Waste, Regional Administrator and Staff, and Enforcement. Specific item numbers are cited below.

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 207R, EPA 210R, EPA 211A, EPA 404H, EPA 419A, EPA 432A, EPA 478A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-1/I/15, NC1-412-76-1/IV/1, NC1-412-83-4/32, NC1-412-84-1/7, NC1-412-85-17/22a, NC1-412-85-19/11, NC1-412-85-20/1

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		2/20/92	5/7/96

U.S. EPA RECORDS CONTROL SCHEDULE

2) **SERIES TITLE:** Compliance Files

PROGRAM: All Programs

EPA SERIES NO: 211A

NARA SCHEDULE NO. N1-412-95-7/2
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Contains records used to determine compliance with pollution regulations and to recommend legal enforcement actions if necessary. Includes compliance schedules, inspections, reports, correspondence, inventories, sampling and analytical data, and related documents. Also includes notices of noncompliance, and compliance orders that do not result in enforcement actions.

ARRANGEMENT: Arranged by site or facility.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information
Enforcement Sensitive Information

MEDIUM:

Paper, video/film, maps and architectural materials, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:

Permitting and enforcement activities

SPECIFIC LEGAL REQUIREMENTS:

Resource Conservation and Recovery Act, as amended, Sections 3007, 9005, 11004
Clean Water Act, as amended, Section 308
Safe Drinking Water Act, as amended, Sections 1414, 1423
Clean Air Act, as amended, Sections 80 and 114
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 9
Toxic Substances Control Act, as amended, Sections 15-17
40 CFR 65 40 CFR 142 40 CFR 217 40 CFR 281
40 CFR 123 40 CFR 144 40 CFR 233 40 CFR 704
40 CFR 141 40 CFR 169

EPA SERIES NO. 211A

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Paper (non-imaged):
Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Paper (imaged):
Disposable

Yes

c. Optical Disk:
Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file annually; bring active materials forward.

b. Break file upon completion of imaging.

c. Break file annually.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office at least 1 year after file break, then retire to FRC. Destroy 5 years after file break. If volume warrants, records may be retired to the FRC prior to the designated time in the disposition instructions.

b. Retire to FRC upon completion of quality assurance. Destroy 5 years after file break.

c. Keep for 5 years after file break, then purge and recycle disk.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: This item combines a number of previously approved program specific items, most of which have a 5 year retention. Applicability has been expanded to Agency-wide.

AGENCY-WIDE GUIDANCE: The unit with compliance authority is responsible for maintaining the record copy and implementing the disposition.

Copies of these records may be filed with other record series (for example, site or facility files) and should be retained according to the disposition instructions for the related series. All other copies may be destroyed when no longer needed.

If authorized States maintain records for retention periods identified above, the program office may decide to review the records in the State offices rather than maintain copies in Regional offices, and destroy the copies it receives.

Upon issuance of a notice of violation or referral to Regional Counsel or other office with enforcement authority, file becomes an enforcement action file. See EPA 207R for disposition instructions for enforcement actions.

See EPA 206R for RCRA Corrective Actions. Permits for programs other than RCRA are scheduled as EPA 205A. RCRA Generators, Transporters, and TSD Facilities are EPA 478A. Administrative Records - Permits is covered in EPA 210R. Other site/facility files are scheduled as:

EPA 013A - Removal Site Files - Superfund Site Specific
EPA 014A - Remedial Site Files - Superfund Site Specific
EPA 215R - Underground Storage Tanks Site/Facility Files
EPA 220R - Radiation Facility/Site Files
EPA 225R - Pesticide Facilities Files
EPA 227R - Toxic Substances Facilities Files

EPA SERIES NO. 211A

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 witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION: Previous schedule items combined into this schedule were for the following programs: Water, Air and Hazardous Waste, Enforcement, and Environmental Services. Specific item numbers are cited below.

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 205A, EPA 206R, EPA 207R, EPA 210R, EPA 215R, EPA 220R, EPA 225R, EPA 227R, EPA 478A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-1/II/12, NC1-412-76-1/IV/9, NC1-412-76-1/V/6, NC1-412-85-17/17, NC1-412-85-20/4, NC1-412-85-21/1, 6 and 7

Approval	Approval	Entry	Last
Date EPA	Date NARA	Date	Modified
		2/24/92	6/18/96

DRAFT OF 10/18/95

U.S. EPA RECORDS CONTROL SCHEDULE

3) **SERIES TITLE:** Toxic Chemical Release Files

PROGRAM: Toxic Substances

EPA SERIES NO: 224A

NARA SCHEDULE NO. N1-412-95-7/3
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Contains documents relating to requirement for submission of information relating to the release of toxic chemicals under Section 313 of SARA Title III - Emergency Planning and Community Right-To-Know Act (EPCRA). Information collected is intended to inform the general public and the communities surrounding covered facilities about releases of toxic chemicals, to assist research, to aid in the development of regulations, guidelines, and standards. Includes EPA Form R (EPA Form 9350-1), inspection reports, consent agreements, and other information for listed toxic chemicals.

Includes two types of files:

- a. Trade secret claims, and
- b. All other submissions and related documents.

ARRANGEMENT: Arrangement varies.

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, Section 313
40 CFR 372

EPA SERIES NO. 224A

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Permanent

TRANSFER TO FRC PERMITTED:

Yes

b(1) Record copy: Disposable

Yes

(2) All other copies:
Disposable

Yes

FILE BREAK INSTRUCTIONS:

a. Break file every five years.

b(1). Break file after information entered into the Toxic Chemical Release Inventory System (TRIS) and verified.

(2). Break file annually; bring forward active materials.

DISPOSITION INSTRUCTIONS:

a. Retire to FRC immediately after file break. Transfer to the National Archives when most recent record is 15 years old. If any claims are submitted in electronic form, produce a paper copy to serve as the record copy and delete the electronic record when no longer needed.

b(1). Keep inactive materials in office ¹/₅ years after file break, then retire to FRC. Destroy when most recent record is 15 years old.

(2). Keep inactive files in office 2 years after file break, then retire to FRC. Destroy 5 years after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records provide essential documentation of EPA's statutory and regulatory responsibilities. Applicability has been expanded to Agency-wide.

AGENCY-WIDE GUIDANCE: Items a and b(1) of this record series are maintained by the TRI Section of IM Division of OPPT. Use item b(2) for all other copies held in all other offices.

Trade secret files under EPCRA sections 303, 311 and 312 maintained by OSWER/CEPPO at Headquarters are scheduled as EPA 048H.

Records related to site or facility files of other program offices, such as Superfund, may be maintained in those offices and retired under the appropriate site or facility series.

See EPA 227R for Toxic Substances Facility Files and EPA 203A for files related to State Oversight. The EPCRA Targeting System (ETS) is scheduled as EPA 266A and the Toxic Chemical 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:

EPA SERIES NO. 224A

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units CONTACT POINT:

Name: Name:

Location: Mail Code:

Inclusive Dates: Telephone:

Volume on Hand (Feet): Office:

Annual Accumulation: Room:
(feet or inches)

CONTROL INFORMATION:

RELATED ITEMS: EPA 048H, EPA 203A, EPA 227R, EPA 266A, EPA 272A

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS: N1-412-88-3/18

Approval	Approval	Entry	Last
Date EPA	Date NARA	Date	Modified
		8/21/92	10/18/95

DRAFT OF 7/13/95

U.S. EPA RECORDS CONTROL SCHEDULE

4) **SERIES TITLE:** Freedom of Information Act (FOIA) Annual Reports

PROGRAM: All Programs

EPA SERIES NO: 029A

NARA SCHEDULE NO. N1-412-95-7/4
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Consists of the Report to Congress describing FOIA requests received and handled by the Agency. The report is prepared on or before March 1 for the preceding calendar year and is compiled from information submitted by Headquarters and Regional FOI offices. The report is addressed to the Speaker of the House of Representatives and the President of the Senate for referral to the appropriate committees of the Congress. The report includes the number of requests received, the number, reason and responsible official for denial and appeal determinations, confidential business information determinations, disciplinary actions, Agency rules and regulations, amount of fees collected and fee schedule, administrative costs, compliance with time limitations information, court actions, and copies of internal memoranda.

ARRANGEMENT: Arranged chronologically.

TYPE OF RECORDS:
Reports

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
FOIA Administration

SPECIFIC LEGAL REQUIREMENTS:
Freedom of Information Act, 5 U.S.C. 552(e)

EPA SERIES NO. 029A

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Permanent

TRANSFER TO FRC PERMITTED:

Yes

b. All other copies: Disposable No

FILE BREAK INSTRUCTIONS: Break file annually.

DISPOSITION INSTRUCTIONS:

a. Keep in office 10 years after file break, then retire to FRC. Transfer to NARA when 20 years old.

b. Keep in office up to 2 years after file break, then destroy.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: The records, as required by statute, document the Agency's management of the FOIA process.

AGENCY-WIDE GUIDANCE: The FOI Office in the Office of the Administrator is responsible for maintaining the record copy according to disposition instructions a. All other offices use disposition instructions b.

FOIA Requests Files are scheduled as EPA 030A. See EPA 031A for FOIA Administrative Files and Reports, EPA 032A for FOIA Appeals Files, and EPA 033A for FOIA Control Files. The Freedom of Information Tracking System (FOIMATS) is scheduled as EPA 263A.

If electronic records such as data bases, spreadsheets or similar files replace or augment paper records described in this schedule, they must be retained for the length of time specified in the schedule.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: AO/ES/FOIA

Location: WSM

Inclusive Dates: 1974 - present

Volume on Hand (Feet): 2 feet

Annual Accumulation: 2 inches
(feet or inches)

CONTACT POINT:

Name: Jeralene Green

Mail Code: 1105

Telephone: 202-260-4048

Office:

Room: W385

CONTROL INFORMATION:

RELATED ITEMS: EPA 030A, EPA 031A, EPA 032A, EPA 033A, EPA 263A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		10/25/94	7/13/95

DRAFT OF 12/5/95

U.S. EPA RECORDS CONTROL SCHEDULE

5) **SERIES TITLE:** Enforcement Action Files

PROGRAM: All Programs, except Superfund Site Specific

EPA SERIES NO: 207R

NARA SCHEDULE NO. N1-412-95-7/5
(Use this number to retire records to the FRC)

APPLICABILITY: Regions

IDENTIFYING INFORMATION:

DESCRIPTION: Includes all cases referred to Office of Regional Counsel or other offices with enforcement authority, for action against a pollution source or discharger. Includes correspondence, meeting documentation, inspections, evaluations, documentation of administrative actions including notices of violation, notices of deficiency, information requests, warning letters, administrative compliance orders, documentation of civil and criminal actions; corrective action orders, attorney work products, case summaries, pleadings, state and local enforcement records, settlement documents including consent decrees.

Excludes: Superfund Site Specific and Oil Spill Site Specific enforcement which are scheduled separately.

ARRANGEMENT: Arranged by site or facility.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information
Enforcement Sensitive Information

MEDIUM:
Microfilm, paper, forms,
photographs, maps and architectural
materials, forms, video/film

VITAL RECORD:

FUNCTIONS SUPPORTED:
Enforcement activities

SPECIFIC LEGAL REQUIREMENTS:
Resource Conservation and Recovery Act, as amended, Sections 3008, 7003, 9006,
11005
Clean Water Act, Section 309
Safe Drinking Water Act, Sections 1414, 1423
Clean Air Act, Section 113
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 26
Toxic Substances Control Act, as amended, Section 17
40 CFR 51 40 CFR 144 40 CFR 233 40 CFR 281
40 CFR 123 40 CFR 168, 173 40 CFR 271 40 CFR 704
40 CFR 142

EPA SERIES NO. 207R

DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

- | | |
|--|-----|
| a. Case files (microform or non-microformed paper) where no legal actions are required: Disposable | Yes |
| b. Case files (microform or non-microformed paper) where routine legal actions are required: Disposable | Yes |
| c. Landmark or precedent cases which are permanent as designated by the Regional Administrator's designee: Permanent | Yes |

FILE BREAK INSTRUCTIONS: If record copy is in microform, break file upon completion of microform quality assurance check. If record copy is not microformed, break file upon settlement or closing of case.

DISPOSITION INSTRUCTIONS:

- a. No Legal Action Required: Keep inactive materials in office up to 1 year after file break, then retire to FRC. Destroy when 10 years old.
- b. Routine Legal Action: Keep inactive materials in office at least 1 year after file break, then retire to FRC. Destroy when 20 years old.
- c. Landmark Cases: If microformed, retire one silver and one diazo along with finding aids and indexes to the FRC. Keep inactive materials in office up to 5 years after file break, then retire to FRC. Transfer to National Archives in cubic foot blocks when most recent record is 20 years old.

If paper is not microformed, keep inactive materials in office up to 5 years after file break, then retire to FRC. Transfer to National Archives in 5 year blocks when most recent record is 20 years old.

Note: Microformed paper: Destroy paper after completion of quality assurance check. Other paper or microformed copies: Destroy when no longer needed for audit, legal, administrative, or other operational purposes.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition for item a (no legal action required) has been changed to 10 years to meet Regional administrative needs. Dispositions for items b and c have been previously approved by the National Archives.

AGENCY-WIDE GUIDANCE: The unit with enforcement authority is responsible for maintaining the record copy and implementing the disposition, including selecting landmark cases for recommendation to the Regional Administrator or the Regional Administrator's designee. Examples of possible landmark cases would be cases which may have the largest award, or the first case of the kind, or some other special distinction.

Copies of these records may be filed with other records series (for example, with site or facility files) and destroyed with those files, or destroyed when no longer needed. All other copies may be destroyed when no longer needed.

Site-specific enforcement actions for Superfund are covered in EPA 025A and Oil Spills in EPA 480A. The Sample Management System used to track enforcement action sample data is scheduled as EPA 062A, Lab Automation System (LBAU). See EPA 205A for Permits for programs other than RCRA and EPA 478R for RCRA. See EPA 206R for RCRA Corrective Actions. Administrative Records

EPA SERIES NO. 207R

relating to permits are covered in EPA 210R. Compliance Files should be disposed of in accordance with EPA 211A. Other program facilities files are scheduled as: EPA 215R - Underground Storage Tanks, EPA 220R - Radiation, EPA 225R - Pesticides, EPA 227R - Toxic Substances. Criminal Investigation Records are covered in EPA 208A and Criminal Enforcement Counsel in EPA 683A.

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. It is recommended that the office retain a silver halide set as well as a diazo set of microformed records on site which will simplify making copies.

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:

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 025A, EPA 062A, EPA 205A, EPA 206R, EPA 208A, EPA 210R, EPA 211A, EPA 215R, EPA 220R, EPA 225R, EPA 227R, EPA 478R, EPA 480A, EPA 683A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-85-20/5

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		2/24/92	12/5/95

DRAFT OF 12/13/94

U.S. EPA RECORDS CONTROL SCHEDULE

6) **SERIES TITLE:** Information/Computer Center Management Records

PROGRAM: All Programs

EPA SERIES NO: 306A

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

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Records cover those activities involved in the management and operation of electronic and computer equipment programs. There are two levels of management overseeing the operation of these centers:

a. High-level or Head-of-Unit, represented by the Office of Information and Resource Management at Headquarters and their regional and laboratory equivalents - Records consist of long range plans, policy statements, authorizations, and other documents related to the management and operations of Agency information centers.

b. Program-level management and operation represented by the Information Resource offices within Headquarters and regional offices - Activities include PC coordinator functions, telecommunications (voice mail, e-mail, etc.), LAN network coordination, and requests for related equipment, connections, and software. Documents include copies of procurement requests for computer/electronic equipment and related documents, computer/electronic equipment inventories, requests (TSRs) for telecommunication and LAN network connection and service and related documents, security check logs, copies of electronic files of source codes, ID and password assignment records, LAN plans, copies of LAN configurations, PC Coordinator delegation documents, performance monitoring reports, timeshare reports and tracking documents, NDPD annual review reports, related correspondence, and other related records.

ARRANGEMENT: Arranged by subject.

TYPE OF RECORDS:
Subject and case files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic, reports,
forms

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 306A

DISPOSITION INFORMATION:

FINAL DISPOSITION:

Disposable

TRANSFER TO FRC PERMITTED:

Yes

FILE BREAK INSTRUCTIONS: Break files at end of each year; bring forward active materials.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 1 year after file break, then retire to FRC. Destroy 15 years after file break.

b. Keep inactive materials in office 3 years after file break, then destroy.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: The disposition for the program planning part of this series was previously approved by NARA. The addition of the program area operation and management reflects the way such services are currently carried out within the Agency. The 3-year life for the program area files represents the administrative value of these records for program operation.

AGENCY-WIDE GUIDANCE: Requests for ADP hardware and software held by high-level or heads-of-unit in the Office of Information and Resource Management at Headquarters and their regional and laboratory equivalents are covered in EPA 305A.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:

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 305A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: GRS 20/11b, N1-412-86-3/14

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
7/23/86	2/3/87	3/4/92	12/13/94