

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>N1-412-96-4</i>	DATE RECEIVED <i>9-13-96</i>
1. FROM (Agency or establishment) Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Various			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Michael L. Miller</i> Michael L. Miller	5. TELEPHONE (202) 260-5911	DATE <i>4-21-97</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 <u>4</u> 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	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael L. Miller</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)

APR 29 1997 *MAR*

*copy to Agency, NR-
NWDB*

DRAFT OF 4/1/97

U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Source Data Files Relating to In-House Radiological Research Projects

PROGRAM: Research and Development Laboratories

EPA SERIES NO: 472L

NARA SCHEDULE NO. N1-412-96-4

(Use this number to retire records to the FRC)

APPLICABILITY: Environmental Monitoring Systems Laboratory (EMSL)

IDENTIFYING INFORMATION:

DESCRIPTION: Includes data files, exclusive of records in the In-House Project Case Files or information in the Laboratory Notebooks, usually consisting of research findings, test results, magnetic tapes, large volumes of survey questionnaires, or recurring reports in paper format used in the collection and processing of raw data generated by experimental observations and radiological surveillance to arrive at conclusions or scientific determinations during the course of a research project. There are two types of data files:

a. Data files containing scientific data involved in emergency radiation or non-emergency radiation monitoring of nuclear spills, radiological incidents, space mission launches or nuclear accidents which would be needed for continued research purposes. Includes on-site or off-site radiological surveys and radiological dose calculations collected in or near the vicinity of a nuclear mishap. Involves the collection and coordination of pre-accident and post-accident documentation of environmental data obtained by EPA in cooperation or conjunction with other Federal, State, or private agencies involved in investigating or surveillances of radiation spills, leaks, accidents, possible accidents and leaks, or other incidents. Includes original documentation or copies of original results of radiation testing completed by EPA or submitted to EPA by other agencies for compilation of the radiation monitoring data used for final published reports following the occurrence. Examples: Three Mile Island Nuclear Plant, Harrisburg, PA, accident of 1979; Massachusetts Bay Study of 1992 involving radioactive waste disposal dumped in Massachusetts Bay during 1946-1972; monitoring of the NASA Galileo Mission Spacecraft Launch of 1989; Chernobyl meltdown of 1986 in Russia involving radiation fallout in U.S.

b. Other data files containing data determined by competent scientific or technical personnel either to be duplicated or sufficiently summarized in technical reports or elsewhere in the Project Case File or Laboratory Notebooks, or to be of such a routine, repetitive, or fragmentary nature that they would not be needed for continued research purposes.

ARRANGEMENT: Arranged chronologically.

TYPE OF RECORDS:
Data files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic, photographs

VITAL RECORD:
Yes

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:

EPA SERIES NO. 472L

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a(1). Permanent

TRANSFER TO FRC PERMITTED:

Yes

(2). See disposition instructions.

b. Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file upon completion of research project.

b. See disposition instructions.

DISPOSITION INSTRUCTIONS:

a(1). Data files related to Three Mile Island, Massachusetts Bay Study, NASA Galileo Launch, and Chernobyl: Keep inactive materials in office up to 5 years after file break, then retire to FRC. Transfer to NARA 30 years from file break.

(2). Future data files: Contact the NARA Appraisal Archivist for assistance in scheduling these records as permanent or disposable based on the nature of the data.

b. Destroy upon completion of research project or sooner if no longer needed for research purposes.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records contain information on testing for radiological effects on humans as well as food and vegetation. The retention is sufficient to cover the possibility of claims by exposed individuals.

AGENCY-WIDE GUIDANCE: Data files should be identified so they can be linked to specific projects and/or laboratory notebooks.

Source data files for non-radiological in-house research projects are covered in EPA 503L. See EPA 502L for Laboratory Notebooks and EPA 501L for Research Project Case Files - In-House Projects. Sampling and Analytical Data Files - Superfund Site Specific are scheduled as EPA 018A, and for programs other than Superfund site specific, as EPA 223A.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: EMSL

Location: Las Vegas, NV

Inclusive Dates: 1979-

Volume on Hand (Feet): 12

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Myrt Hatfield

Mail Code:

Telephone: 702-798-2151

Office:

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 018A, EPA 223R, EPA 501L, EPA 502L, EPA 503L

EPA SERIES NO. 472L

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		8/1/95	4/1/97

DRAFT OF 9/13/95

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MEDIUM:
Paper, electronic, photographs

VITAL RECORD:
Yes

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:

EPA SERIES NO. 472L

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Disposable
- b. Disposable

TRANSFER TO FRC PERMITTED:

Yes
No

FILE BREAK INSTRUCTIONS:

- a. Break file upon completion of research project.
- b. See disposition instructions.

DISPOSITION INSTRUCTIONS:

- a. Keep inactive materials in office up to 5 years after file break, then retire to FRC. Destroy when 75 years old.
- b. Destroy upon completion of research project or sooner if no longer needed for research purposes.

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