

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency	
2. MAJOR SUBDIVISION Various	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Rachel Vanwingen	5. TELEPHONE 202-260-9709

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-412-97-5	
DATE RECEIVED 1-30-97	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10-6-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 5 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
1/3/97	<i>Michael L. Miller</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 Schedules for selected Agency-wide and Laboratory records. 479A 499L		

OCT 28 1998 MNR Copy to: Agency NR

DRAFT OF 5/7/98

U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Employee Occupational Exposure to Ionizing Radiation

PROGRAM: Research and Development Laboratories

EPA SERIES NO: 499L

AGENCY FILE CODE: RNDL 499

NARA SCHEDULE NO. N1-412-97-5

APPLICABILITY: AWBERC

IDENTIFYING INFORMATION:

DESCRIPTION: Consists of documentation of EPA employee occupational exposure to ionizing radiation while using radioactive materials or radiation producing devices in research. Includes quarterly employee exposure reports, lists of approved radioactive isotope users, NRC correspondence, policies regarding handling of radiation, questionnaires, requisitions for radioactive materials and inventories of radioactive materials.

ARRANGEMENT: Arranged by year and thereunder alphabetically by employee.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Privacy Act

MEDIUM:
Paper

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program management and program operations

SPECIFIC LEGAL REQUIREMENTS:
10 CFR 20, part 2106

EPA SERIES NO. 499L

DISPOSITION INFORMATION:FINAL DISPOSITION:
DisposabløTRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: Break file at expiration or termination of license.

DISPOSITION INSTRUCTIONS: Destroy 75 years after file break.

APPLICATION GUIDANCE:REASONS FOR DISPOSITION: The Nuclear Regulatory Commission (NRC) which grants licenses to organizations to use radioactive material in research requires that licensees retain employee exposure reports until the commission terminates each pertinent license. The retention is sufficient to cover the possibility of claims by exposed individuals.AGENCY-WIDE GUIDANCE: Occupational Injury and Illness Files for the Safety program are scheduled as EPA 583A and Personal Injury Files are covered in GRS 1/31.PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:CUSTODIAL INFORMATION:CONTROLLING UNIT:

Name: ORD

Location: Cincinnati

Inclusive Dates: 1977-

Volume on Hand (Feet): 2 cu. ft.

Annual Accumulation: .5 cu. ft.
(feet or inches)CONTACT POINT:

Name: Kathy Lautenschlegar

Mail Code:

Telephone: 513-569-7969

Office: National Exposure Research Lab.

Room:

CONTROL INFORMATION:

RELATED ITEMS: GRS 1/31, EPA 583A

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
1/6/97		2/22/95	5/7/98

EPA SERIES NO. 499L

DISPOSITION INFORMATION:

FINAL DISPOSITION:

Disposable

TRANSFER TO FRC PERMITTED:

Yes

FILE BREAK INSTRUCTIONS: Break file after 4 years, then send material to on-site records management storage.

DISPOSITION INSTRUCTIONS: Retire to FRC when 20 years old. Destroy records upon termination of related Nuclear Regulatory Commission (NRC) license, plus 72 years.

APPLICATION GUIDANCE:

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Name: Kathy Lautenschlegar

Mail Code:

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Office: National Exposure Research Lab.

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CONTROL INFORMATION:

RELATED ITEMS: GRS 1/31, EPA 583A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		2/22/95	5/15/97

DRAFT OF 5/15/97

U.S. EPA RECORDS CONTROL SCHEDULE

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Case files

SPECIFIC RESTRICTIONS:
Privacy Act

MEDIUM:
Paper

VITAL RECORD:
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FUNCTIONS SUPPORTED:
Program management and program operations

SPECIFIC LEGAL REQUIREMENTS:
10 CFR 20, part 2106

DRAFT OF 5/23/95

U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Employee Occupational Exposure to Ionizing Radiation

PROGRAM: Research and Development Laboratories

EPA SERIES NO: 499L

NARA SCHEDULE NO. Pending

APPLICABILITY: AWBERC

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CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Office of the Senior
Official, Research and Development
Location: Cincinnati

Inclusive Dates: 1977-

Volume on Hand (Feet): 2 cu. ft.

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

CONTACT POINT:

Name: Angela Hadley

Mail Code:

Telephone: 513-569-7663

Office:

Room:

CONTROL INFORMATION:

RELATED ITEMS: GRS 1/31, EPA 583A

**PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:**

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		2/22/95	5/23/95