

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-412-99-22	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9-27-99	
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Rachel Van Wingen	5. TELEPHONE 202/260-9709	DATE 3-29-00	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 _____ 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 9/23/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel Van Wingen</i> Rachel Van Wingen		TITLE Agency Records Officer
		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See attached U.S. EPA Records Control Schedule for: 185			

Agency, NWMD, NR

DRAFT OF 11/1/99

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Quality Assurance Project Plans

PROGRAM: All Programs

EPA SERIES NO: 185

AGENCY FILE CODE: PROG 185

NARA DISPOSAL AUTHORITY: N1-412-99-22
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Quality Assurance Project Plans (QAPPs) describe procedures which will be used to plan, implement, and assess environmental measurement activities to ensure that measurements of the appropriate type and quality are made to support decisions.

Also includes Quality Management Plans (QMPs) that document the quality system of the organization conducting environmental data collection activities, including but not limited to, internal EPA Regional/division QMP, EPA contractor QMP, State agencies and Indian Tribal government agency-level or program-level QMPs for programs with project-specific QAPP approval authority.

Documents include plans, supporting review documentation, and amendments. There are three categories of records:

- a. Record copy of QAPPs - Approved and/or accepted plans.
- b. Record copy of QMPs - Approved and/or accepted plans.
- c. Record copy of QAPPs and QMPs - Not approved or accepted.
- d. Electronic versions created by electronic mail and word processing applications.

Excludes: QAPPs related to in-house research projects conducted in EPA Research and Development Laboratories which are scheduled separately.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:

MEDIUM:
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:

Program management

SPECIFIC LEGAL REQUIREMENTS:

Varies according to program

40 CFR 30.54

40 CFR 31.45

48 CFR 15, 1546.201, 1552.246-70 through 72

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Disposable

b. Disposable

c. Disposable

d. Disposable

TRANSFER TO FRC PERMITTED:

Yes

Yes

No

No

FILE BREAK INSTRUCTIONS:

a. Break file at approval, or at last amendment or review correspondence.

b. Break file when plan is superseded or after completion of the last review conducted under the plan, whichever is later.

c. Break file after disapproval of the plan, or last correspondence or version of unapproved plan.

d. See Disposition Instructions.

DISPOSITION INSTRUCTIONS:

a. Keep in office 3 years after file break, then retire to the FRC. Destroy 10 years after file break. If volume warrants, records may be retired to the FRC prior to the designated time.

b. Keep in office 2 years after file break, then retire to the FRC. Destroy 10 years after file break.

c. Destroy 3 years after file break.

d. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Agency policy stipulates that every monitoring and measurement project must have a written and approved Quality Assurance Project Plan (QAPP). Agency policy also stipulates that all Agency organizations and their subordinate organizations that conduct environmental data collection activities must document their quality systems in a QMP. This applies to extra-mural as well as internal projects and applications for financial

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assistance. QMPs are only valid for 5 years. Disapproved plans would only have value if reapplication takes place.

AGENCY-WIDE GUIDANCE: If records are incorporated into other records series, they should be disposed of in accordance with the disposition instructions for the related series (e.g., enforcement files, permit files, grants, etc.).

Superfund site specific QAPPs are covered in EPA 013 for Removal Site Files and EPA 014 for Remedial Site Files.

QAPPs related to in-house research projects conducted by EPA Research and Development Laboratories are covered in EPA 501.

Unacceptable draft versions of approved plans may be destroyed when no longer needed.

Disposition for certificates for follow-on years which certify approved plans are still in effect are covered by item a.

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 013, EPA 014, EPA 501

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval	Approval	Entry	Last
Date EPA	Date NARA	Date	Modified
8/21/96		5/23/95	11/1/99