

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED AUG 5 1975	JOB NO. NC-412-76-5
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date 3-25-76	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency
2. MAJOR SUBDIVISION
Office of Water and Hazardous Materials
3. MINOR SUBDIVISION
Office of Water Supply
4. NAME OF PERSON WITH WHOM TO CONFER
David O. Stephens
5. TEL. EXT.
755-0830
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7/31/75 *Harold R. Masters*
(Date) Harold R. Masters (Signature of Agency Representative) Chief, Administrative Management Branch (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1 - 15	Descriptions and retention schedules for the Water Supply Program are attached.		
<p><i>Changes agreed to and approved by David O. Stephens 2-20-76</i></p> <p><i>Copy to Agency & NW 3-26-76</i></p>			<i>19 items</i>

APPENDIX B
 RECORDS CONTROL SCHEDULES

MANUAL
 RECORDS MANAGEMENT

WATER SUPPLY RECORDS

The records described below relate to development of policy and regulations concerning water supply planning, health criteria, national register of public water systems, and training and technical assistance in the water supply field.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Regulations, Standards, and Guidelines.</u> Contains information relating to the development and implementation of rules for effecting environmental legislation. Records consist of work group organization request, agendas and minutes of work group meetings, technical assistance, contracts and reports, drafts and approvals of proposed rules, public comments, newspaper clips, clips from Federal Register, etc.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Work and Public Reference File.</u> Retain 2 years.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon effective date of rule or publication in the Federal Register. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p> <p>b. <u>Work and Public Reference File.</u> Break file upon revision of rule after completion of NAS report. Keep in office for 2 years, then destroy.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
2.	<p><i>a. Program Development Files.</i></p> <p><u>Water Supply Director's File (1964-1974).</u> Contains copies of records pertaining to developments in drinking water since 1964. Records pertain to dealings with other agencies, early developments in organization transition to EPA, surveys and studies leading to new (1974) legislation, chemical shortages, research grants, activities with civic and professional associations, etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of 1974. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.</p>
	<p><i>b. Administrative and Management Files.</i> Includes records used in administrative and program management functions of the water supply program. Records consist of contracts, reference materials, administrative reports, and other related records.</p>	<p><u>Disposition:</u> Destroy when 4 years old.</p>
3.	<p><u>Report of Water Supply Used on Interstate Carriers.</u> A data collection form showing carrier (trains, planes, etc.) water supply laboratory analysis data. Used as input to the Final Water Supply Report. Data processed by computer.</p>	<p><u>Retention:</u> Retain ³5 years.</p> <p><u>Disposition:</u> Break file upon production of error free printout. Keep in office for 5 years then destroy.</p>
4.	<p><u>Printout of Water Supply Used on Interstate Carriers.</u> Printout of processed data (listing and summary).</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon completion of report. Keep in office for 1 year, then destroy.</p>
5.	<p><u>Data Tapes for Report of Water Supply Used on Interstate Carriers.</u> Computer tapes containing data concerning analysis of water supply sources on interstate carriers. Used as input the Final Water Supply Report.</p>	<p><u>Retention:</u> Retain ¹⁰7 years.</p> <p><u>Disposition:</u> Break file upon completion of data update. Keep in office for ¹⁰7 years, then destroy.</p>

RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

Item	Name and Description of Record/File	Retention Period and Disposition
5.	<p>Data Tapes/Discs for Report of Water Supply Used on Interstate Carriers.</p> <p>a. Disc file- Contains the current data on water supply sources used as input to the Final Water Supply Report.</p> <p>b. History tape file- Contains historical data on water supply sources transferred from disc.</p> <p><i>Changes made with approval of David Stephens 3-19-76.</i></p>	<p><u>Retention:</u> Keep current in office.</p> <p><u>Disposition:</u> Retain data on disc until superseded then transfer to history tape file.</p> <p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of data update. Keep in office 10 years, then destroy.</p>

APPENDIX B

RECORDS CONTROL SCHEDULES

MANUAL
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Item	Name and Description of Record/File	Retention Period and Disposition
6.	<p><u>Final Report of Water Supply Used on Interstate Carriers.</u> Printed report available for public distribution. Concerns water supply sources and uses on interstate carriers, such as trains, airplanes, etc.</p> <p><i>TO Chemical Analysis of Interstate Carrier Water Supply System. Printed report contains information relative to the chemical quality of water supplies in interstate carriers.</i></p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> As determined by users' needs. Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after publication of report. Keep in office for 20 years, then Offer to the National Archives when 20 years old.</p> <p>b. <u>Information Copies.</u> Destroy when no longer used/year <i>needed.</i></p>
7.	<p style="text-align: center;"><i>Public Supplies</i></p> <p><u>Inventory of State Water Supply.</u> A data collection report of the name and location of supply, type of treatment and laboratory control, number of hook-ups, number of meters, etc. Used as input to the Final Water Supply Report.</p>	<p><u>Retention:</u> Retain 1 ⁵ years.</p> <p><u>Disposition:</u> Break file upon production of error free printout. Keep in office for 1 ⁵ years then destroy.</p>
8.	<p><u>Printout of Inventory of State Water Supply Systems.</u> Printout of processed data (listing and summary).</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon production of error free printout. Keep in office for 1 year, then destroy.</p>
9.	<p><u>Data Tapes of Inventory of State Water Systems.</u> Computer tapes containing name and location of State Water Supply Systems. Also shows type of treatment, laboratory control, number of meters, and other information.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon completion of data updates. Keep in office for 5 years, then destroy.</p>

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FINAL REVIEW

Item	Name and Description of Record/File	Retention Period and Disposition
2.	<p><u>Water Supply Director's File (1964-1974).</u> Contains copies of records pertaining to developments in drinking water since 1964. Records pertain to dealings with other agencies, early developments in organization transition to EPA, surveys and studies leading to new (1974) legislation, chemical shortages, research grants, activities with civic and professional associations, etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of 1974. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then offer to the National Archives.</p>
3.	<p><u>Report of Water Supply Used on Interstate Carriers.</u> A data collection form showing carrier (trains, planes, etc.) water supply laboratory analysis data. Used as input to the Final Water Supply Report. Data processed by computer.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon production of error free printout. Keep in office for 5 years; then destroy.</p>
4.	<p><u>Printout of Water Supply Used on Interstate Carriers.</u> Printout of processed data (listing and summary).</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon completion of report. Keep in office for 1 year, then destroy.</p>
5.	<p><u>Data Tapes for Report of Water Supply Used on Interstate Carriers.</u> Computer tapes containing data concerning analysis of water supply sources on interstate carriers. Used as input the Final Water Supply Report.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of data update. Keep in office for 10 years, then destroy.</p>

MANUAL
RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

Item	Name and Description of Record/File	Retention Period and Disposition
10.	<p><u>Final Report of State Water Systems.</u> Final printed report available for public distribution on State Water Supply Systems. Shows name and location of Water Supply Systems, type of treatment, laboratory control, number of meters, and other information.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> As determined by users' needs.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon publication of report. Keep in office for 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer used.</p>
11.	<p><u>Final Reports and Evaluations on Contracts, Grants, and In-house and Interagency Studies and Surveys.</u> Final reports on studies and surveys sponsored or performed by Water Supply and evaluations of these studies and surveys.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> As determined by users' needs. <i>Retain 2 years.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon completion of project or summary. Keep in office for 1 year; then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer used. <i>Destroy when 2 years old or sooner if no longer needed.</i></p>

RECORDS CONTROL SCHEDULES

RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
12.	<p><u>Contracts, Grants, and Agreements.</u> Documentation relating to the formulation, awards, changes, and conduct of water supply projects. Records consist of work plans, procurement requests, justification statements, proposals, bid evaluations, progress reports, invoices, etc.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office for 2 years, then destroy.</p>
13.	<p><u>Intergovernmental Activities.</u> Data relating to Water Supply's interaction with State and local governments, foreign governments, international organizations, federal agencies and other branches of the Federal Government. Records consist of cooperative agreements, work plans, proposed and existing laws, Executive Orders, program development reports, trip reports, etc.</p>	<p><u>Retention:</u> Retain 4 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 4 years, then destroy.-</p>
14.	<p><u>Professional, Institutional, Civic, Commercial, and Industrial Activities.</u> Data relating to Water Supply's contacts and activities with professional engineering associations, trade associations, schools, business organizations, and environmental and social organizations. Records consist of meeting announcements, agendas and minutes, promotional brochures, study reports, membership lists, etc.</p>	<p><u>Retention:</u> Retain 4 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 4 years, then destroy.</p>
15.	<p><u>Accident and Incident Summary Reports.</u> Brief summary reports on accidents and incidents which result in or are brought about by water contamination.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 10 years, then destroy.</p>

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