

**REQUEST FOR AUTHORITY
TO DISPOSAL OF RECORDS**

(See Instructions on Reverse)

*16
109 items*

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 Toxic Substances

4. NAME OF PERSON WITH WHOM TO CONFER
David O. Stephens

5. TEL. EXT.
755-0830

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED AUG 1 1976	JOB NO. NC1-412-76-15
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.	
2-24-78 Date	<i>James B. Rhoads</i> Archivist of the United States

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

8/5/76
~~7-27-76~~

Harold R. Masters
Harold R. Masters

Chief, Administrative Management Branch

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Program Management Files.</u> Consists of records related to the management and administrative support of each unit of the toxic substances program. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.		
	<u>Retention:</u> Retain 4 years.		
	<u>Disposition:</u> Break file at end of year. Keep in office 4 years then destroy.		
2.	<u>Program Development Files.</u> Consists of records related to the development of toxic substances policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records.		
	<u>Retention:</u> Permanent.		
	<u>Disposition:</u> Break file at end of 2 years. Keep in office for 4 years, then transfer to the Federal Records Center. Offer to the National Archives when 20 years old.		
3.	<u>Contracts and Grants File.</u> Documentation relating to the award of contracts and grants with consulting firms and universities for conducting research concerning testing methods, chemical properties, and environmental levels of toxic substance.		
	<u>Retention:</u> Retain 7 years after completion.		
	<u>Disposition:</u> Break file upon completion of project.		

*Sent to agency, NCW - 8/2/78
NNB*

*6
109 items*
STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

cords consist of proposals and scope of work, signed agreement, quarterly or monthly progress reports, vouchers and other financial documents, and other related records.

Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.

4. Final Reports Resulting from Contractor or Grantee Studies and Services. Includes printed final copies or reports submitted by contractors and grantees.

Retention:

a. Record or Master Copy. ~~Permanent.~~ 20 years

b. Information Copies. Retain 1 year.

Disposition:

a. Record or Master Copy. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC ~~30~~¹⁹ years, then ~~offer to the National Archives.~~
DESTROY.

b. Information Copies. Destroy or transfer to the National Technical Information Service after 1 year or sooner if not needed for reference.

5. Toxic Substances Reference Files. A collection of source materials on various chemical substances having toxic properties. Information used for general reference and as basis for program decisions in development of regulations, testing methods, research priorities, etc. Records consist of journal articles or technical reports showing physical/chemical data, application and use of the chemicals, health impacts, ecological impacts, methods of sampling and analysis, control techniques, and other information.

Retention: Retain 15 years.

Disposition: Review in office every 5 years, keeping records of continuing value and destroying other materials. Transfer to the Federal Records Center, hold 10 years, then destroy when 15 years old.

6. Laboratory Test Methods File. A collection of source materials on various analytical methods used in testing chemical substances for toxicity. Records used in determining the most appropriate and scientifically

Retention: Retain 15 years.

Disposition: Review in

reliable method of pre-market testing of toxic substances. Records consist of journal articles, technical reports, studies of other agencies and research groups, etc.

office every 5 years, keeping records of continuing value and destroying other materials. Transfer to the Federal Records Center, hold 10 years, then destroy when 15 years old.

7. In-House Special Studies Files. Contains documents related to conducting in-house special studies on toxic substances. Studies cover topics such as environmental levels of toxic substances such as PCB, disease correlation studies, etc.

a. Final Reports. Includes printed or manuscript copy, and evaluation and comments, if any.

^{20 years}
Retention: ~~Permanent.~~

Disposition: Break file upon completion of study. Keep in office for 2 years, then transfer to the Federal Records center. Keep in FRC for ~~20~~²⁰ years, then ~~offer to the National Archives~~ ~~DESTROY.~~

b. Working Papers. Includes records used in gathering data for study, and administrative records such as trip reports and other expense records.

Retention: Retain 5 years.

Disposition: Break file upon completion of study. Keep in office 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years, then destroy.

8. Legislation File. Includes records related to environmental and toxic substances legislative proposals, used for review and comment. Included are Federal Water Pollution Control Act, (sections 307a, 311, 403) the Safe Drinking Water Act, and other legislation. Records consist of proposed statutory language, strategy papers, proposed list of substances to be controlled, comments and other related papers.

Retention: Retain 6 years.

Disposition: Break file every congressional session. Keep in office for 6 years, then destroy.

9. Standards, Regulations, and Guidelines Files. Contains information relating to the development of rules and regulations providing for the control of toxic substances. Records consist of technical documents, economic documents, steering committee and working group minutes, transcripts of hearings, draft rules and notices, and other related records.

Retention: Permanent.

Disposition: Break file upon publication as final rule. Keep in office for 5 years, or until revised, whichever comes first,

MANUAL

9. Standards, Regulations, and Guidelines Files. Includes documents relating to the development of rules and regulations providing for the control of toxic substances.
- a. Essential Documents. Includes ~~publications of proposed and final rules, preamble, support documents, and hearing transcripts~~ *and unpublished technical and economic background documents.* Retention: Permanent. Disposition: Break file upon publication as final rule. Keep in office for 5 years, or until revised whichever comes first, then transfer to the Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.
- b. Other Documents. Includes work group agendas, minutes, and meeting notes, technical assistance contracts, technical reports, internal papers and memoranda, agency and published comments and similar records. Retention: Retain 10 years. Disposition: Break file upon publication as final rule. Keep in office for 5 years or until revised whichever comes first, then transfer to the Federal Records Center. Keep in FRC for 7 years, then destroy.

~~then transfer to the Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.~~

10. Environmental Impact Statement Review and Comment File. Includes staff comments on environmental impact statements review by toxic substances program staff.
- Retention: Retain 5 years.
- Disposition: Break file upon completion of review. Keep in office for 5 years, then destroy.
11. Toxic Substances Bibliography and Literature Abstracts Card File. Includes 5 x 8 cards showing citations and abstracts of literature related to toxic substances. Literature sources include scientific journal articles, technical publications and research reports, doctoral dissertations, etc. Topical categories include: animal studies, chemical studies, analytical methods, and environmental studies.
- Retention: ~~Permanent in-~~ *Retain in definitely in office*
- Disposition: Keep in office ~~permanently~~ *as a technical reference source. DESTROY when no longer needed.*
12. PCB Program Files. Includes information related to polychlorinated biphenyls, used as basis for regulation development. Records consist of 308 letters, surveillance and analysis information, records showing quantities produced, sales and use data, action plan, and other related records.
- Retention: Retain 10 years.
- Disposition: Break file upon completion of project. Keep in office for 10 years then destroy.
13. PCB Monitoring Data Base. Includes data collected by regional offices, and from national and local monitoring program showing levels of PCB's in industrial sites, bodies of water, fish and wildlife, sediment, etc. Used in preparation of report on PCB levels in the environment.
- a. Report. Printed report of PCB levels in the environment..
- Retention: Dispose of in with item 7a above.
- Disposition: See retention above.
- b. Monitoring Data. Includes computer printouts from national monitoring networks (STORET) and local networks.
- Retention: Dispose of in accordance with item 7b above.
- Disposition: See retention above.