

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NO 11/20/81

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Management and Organization Division

3. MINOR SUBDIVISION
Administrative Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Thomas Tasker

5. TEL. EXT.
755-0840

LEAVE BLANK	
JOB NO <i>NCI-412-81-13</i>	
DATE RECEIVED <i>May 11, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>2-28-83</i> Date	<i>[Signature]</i> Archivist of the United States

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>5/5/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Harold R. Masters	E. TITLE Chief, Admin. Management Branch (PM-213)
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<i>1-810</i>	The attached records control schedules provide series descriptions and retention and disposition provisions for the Enforcement Machine-readable records.		
<u>MASS DATA CHANGE SHEET NOT REQUIRED</u>			

*NCW
NNS
NMF*

Copy to agency by 3-8-83; RR-

[Signature]

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

1 Adjudicatory Hearing System (ADHS). PURPOSE - ADHS is an inventory of all NPDES permitted facilities who have contested either the effluent limitations or other terms or requirements as stated in their permit. SCOPE - After permit issuance, a permittee has a set period of time when he can protest the limitations and ask for an adjudicatory hearing. The system lists those facilities which have requested hearings and show the status of each.

Retention: Retain 10 years after completion of project.
Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 4 years, then transfer to the FRC. Destroy when 10 years old.

U.S. ENVIRONMENTAL PROTECTION AGENCY--RECORDS CONTROL SCHEDULES

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RETENTION PERIOD AND DISPOSITION

2

Docket System: PURPOSE - The Enforcement Litigation Docket System is a computerized management information system that contains pertinent information about enforcement actions initiated against facilities and individuals violating environmental regulations. SCOPE - The system contains all civil and non-civil actions initiated against major deadline violators of the Clean Air and Water Acts and all other civil and criminal actions taken by the agency except administrative civil actions taken under the Federal Insecticide, Fungicide, and Rodenticide Act and actions pertaining to oil spills under the Clean Water Act administered by the U.S. Coast Guard.

Retention: Permanent

Disposition: Transfer records to the National Archives and Records Service when the program is discontinued.

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SCHED. NO

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NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

3

Emissions Data Base. PURPOSE - The Emissions Data Base provides information on emission test performance for selected groups of automobiles. SCOPE - The data base is used for the retention of and retrieval of emissions data on approximately 3/4 million vehicles, and the capability to analyze the data using a range of statistical techniques. Also, the data base is used to generate standard reports and provide comprehensive capabilities for the analysis of the many test procedures and results.

Retention: Retain 10 years after completion of project.
Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 4 years, then transfer to the FRC. Destroy when 10 years old.

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RETENTION PERIOD AND DISPOSITION

4

~~Establishment Registration Support System - PURPOSE - A centralized data base to be used to support inspection planning and case preparation for pesticides enforcers by maintaining a nationwide file identifying all pesticide producing establishments and their types and amounts of annual production. SCOPE - ERRS receives annual reports from the pesticide industry identifying companies, establishments, and products, with six to eight data elements for each of these three reporting categories. There are approximately 5,200 establishments in the U.S.~~

~~WITHDRAWN~~

~~Retention: Permanent~~

~~Disposition: Transfer records to the National Archives and Records Service when the program is discontinued.~~

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5

Fuels Data Base. PURPOSE - The data base is used to provide information regarding violations and violation rates of unleaded gasolines regulated for their lead contents. The system is primarily used to induce gasoline refiners, distributors, and retailers to comply with standards for lead content in unleaded gasolines. SCOPE - The system accepts data from the following sources: (1) The Inspection of Retail Gasoline Outlet Form, (2) The Laboratory Test Record of Gasoline Analyses, and (3) The Notification of Enforcement Action and Disposition. Approximately 20,000 inspections a year will be made on the basis of randomly selected retail outlets. Also, there will be directed inspections because a complaint has been made about a particular gasoline station.

Retention: Retain 10 years after completion of project.
Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 4 years, then transfer to the FRC. Destroy when 10 years old.

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RETENTION PERIOD AND DISPOSITION

6

General Record of Enforcement Action Tracking. PURPOSE - GREAT is a Headquarters enforcement action tracking system that is used to track NPDES violators. SCOPE - The system supports several types of enforcement actions, i.e., administrative orders, notices of violations, and Quarterly Noncompliance Report Data.

Retention: Permanent

Disposition: Transfer records to the National Archives and Records Service when the program is discontinued.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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RETENTION PERIOD AND DISPOSITION

7

Imports Data Base. PURPOSE - The system is used to provide a data base of information on automobiles passing through U.S. Customs and a capability to search this data and identify all vehicles not in compliance with the provisions of the Clean Air Act. SCOPE - This data base stores identifying information on approximately 3000 non-conforming vehicles per year. Variables included in each case include: name of importer, vehicle identification number, engine family, date of importation, and any other information necessary to positively identify the vehicle and importer.

Retention: Retain 20 years after completion of project.

Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 3 years, then transfer to the FRC. Keep in FRC for 17 years, then ~~destroy~~.

U.S. ENVIRONMENTAL PROTECTION AGENCY--RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
8	<p><u>Permit Compliance System (PCS).</u> PURPOSE - PCS is a computerized management information system designed to aid EPA and State personnel in the monitoring of their NPDES permits. The principal functions of the system are:</p> <ul style="list-style-type: none"> ° Maintenance of an inventory of all NPDES permit applications. ° Forecasting of due dates of reports related to compliance schedule events. ° Forecasting of dates of self-monitoring reports due at State and EPA offices. ° Maintenance of facility inspection records. ° Maintenance of permit effluent limitations for major facilities. <p>SCOPE - The Federal Water Pollution Control Act prohibits any person from discharging pollutants into a waterway from a point source unless the discharge is authorized by a permit issued either by the U.S. EPA or by an approved State agency. PCS includes 75,000 NPDES Permit Applications and tracks 55,000 issued permits. PCS supports regional and state users and interfaces a variety of local water enforcement systems.</p>	<p><u>Retention:</u> Permanent</p> <p><u>Disposition:</u> Transfer records to the National Archives and Records Service when the program is discontinued.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY--RECORDS CONTROL SCHEDULES

SCHED. NO.

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
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9 ~~Pesticides Enforcement Management System: PURPOSE - PEMS is a mechanism for storing and retrieving data regarding inspection visits and pesticide samples from the time of collection until the sample is placed in permanent abeyance. It supports regional and state pesticides enforcement activities by maintaining a nationwide record of pesticide samples collected, record of violations detected and enforcement actions taken. SCOPE - Actions may be started because the manufacturer failed to register, or because a sampling indicates that the product is in violation of its registration conditions. There are in excess of 14,500 samples recorded in PEMS.~~

~~WITHDRAWN
Retention: Permanent
Disposition: Transfer records to the National Archives and Records Service when the program is discontinued.~~

RECORDS MANAGEMENT MANUAL

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RETENTION PERIOD AND DISPOSITION

10

FIFRA and TSCA Enforcement System. Purpose - The Federal Insecticide, Fungicide, and Rodenticide Act and Toxic Substances Control Act Enforcement System is designed to identify all pesticide producing establishments and their types and annual amounts of production.

Retention: Permanent.

Disposition: Transfer records to the National Archives when the program is discontinued.