

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*NCD 2/22/81/14/*

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

LEAVE BLANK	
JOB NO	NC1-412-81-18
DATE RECEIVED	June 22, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>Robert W. [Signature]</i> Archivist of the United States

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

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 10 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>6/17/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Harold R. Masters</u>	E. TITLE <i>Harold R. Masters</i> Chief, Administrative Management Branch
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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
1-9	The attached records control schedules provide series descriptions and retention and disposition provisions for the Water and Waste Management Machine-readable records.		

**CLASS DATA CHANGE SHEET NOT REQUIRED**

*9 items*

*NW  
NMF  
HMS*

*Copy to agency by 3-8-83, RZ*

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO.

TITLE OF SCHEDULE	COVERAGE OF SCHEDULE	
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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
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1  
Automap. PURPOSE - The Automap system provides information for various water quality points of interest related to water quality. SCOPE - It's outputs consist of a master map file, map plots, listings, and micro-films for STORET users: the subsystem allows STORET data to be associated hydrologically by latitude and longitude and River Mile Index. Plots include a river plot, River Mile Index Plot, station plot, and master plot. A record is created for each map, stream, point of interest, stream descriptors, and other identifiers.

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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SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
2	<p><u>BIO-STORET</u>. PURPOSE - To provide an EPA computerized data management system for biological data collected in the Federal Water pollution control program. Data are generated by EPA, TVA, NOAA, and other Federal agencies and by state programs and contractors. The system is intended to operate as a companion to STORET, which handles the physical and chemical water quality data. SCOPE - The system is designed to edit, store, retrieve and analyze all types of biological data, including the abundance, species composition and condition of aquatic communities such as the plankton, periphyton, macrophyton, macroinvertebrates and fish.</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>

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SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
3	<p><u>EGD-ADP Machine Readable Analytical Data.</u> PURPOSE - Provides Gas Chromatography (GC)/Mass Spectroscopy (MS) analytical data from the verification phase of data gathering to support the development of the Best Available Technology (BAT) guidelines. SCOPE - These tapes contain over 14,000,000 mass spectra, representing the analysis of more than 3,500 industrial samples. These samples were taken from plants representing more than 20 industrial categories.</p>	<p><u>Retention:</u> Retain 5 years after completion of project.</p> <p><u>Disposition:</u> Break file upon completion or termination. Keep in office for 2 years, then transfer to the FRC. Keep in FRC for 3 years, then destroy.</p>

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RETENTION PERIOD AND DISPOSITION

4

Federal Reporting Data System (FRDS). PURPOSE - FRDS contains annual report information required from each primacy agent under the Safe Drinking Water Act (SDWA - PL93-523) and applicable regulations. FRDS contains inventory information on both community and non-community water supplies, violations of both maximum contaminant levels and failure to take the required number of samples, follow-up enforcement actions, and variances and exemptions. Information is available beginning with FY 78.

Retention: Permanent

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

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5 Hazardous Waste Data Management System. PURPOSE - The system is used to:

- . Maintain an inventory of participants that consist of generators, transporters, or receivers of hazardous waste.
- . Track the milestones for issuing a permit to a receiver of hazardous waste.
- . Maintain an inventory of waste by participant which include annual quantities.
- . Track waste from the point of generation to the authorized point of disposal, treatment, or storage.

SCOPE - The files contain over 400,000 records nationwide of potential hazardous waste handlers as well as known hazardous waste handlers. For known handlers, records are maintained for the waste that they generate, treat, store or dispose.

Retention: Permanent

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

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6

Model State Information System. The Model State Information System is a decentralized data system used by several EPA regions and states to track compliance with the Safe Drinking Water Act. It supports drinking water program activities at the State and regional level. It is used to determine compliance with the drinking water regulations and to provide an automated information management system to assist State program managers.

Retention. Retain 15 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 12 years, then destroy.

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7

Operations and Maintenance File. Purpose - The Operations and Maintenance File provides ADP support for legally mandated reporting of the results of inspections under Section 210 of the Act. Data is collected from field inspection reports of wastewater treatment plants. The data is used to compile a Clean Water Report for Congress under public laws 84-660 and 95-500.

Retention. Retain 5 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 FRC. Keep in FRC for 3 years, then destroy.



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2

Spill Prevention, Control, & Countermeasures Data System. PURPOSE - The System is used to monitor and report on compliance inspections with regulations and actions to be taken if a facility storing oil and hazardous materials has a spill. If a facility has a spill of more than 1,000 gallons, or has two spill events of lesser size within twelve months, the facility must file a plan with EPA within 60 days of last spill. SCOPE - Approximately 5,000 oil storage facility records are expected to enter the system annually by way of reporting a spill or requesting a plan preparation. An estimated 24,000 update transactions a year is expected, which is 200 update entries per month per region.

Retention: Permenant

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

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RETENTION PERIOD AND DISPOSITION

9

Storage and Retrieval of Water Quality Data (STORET). PURPOSE - The Storage and Retrieval of Water Quality Data is a data handling and analysis capability available for providing water quality data to the States and EPA regions and other Federal agencies to meet their statutory planning, regulatory and reporting requirements.  
 SCOPE - It maintains historical records of water quality parametric data by sampling site of approximately 650,000 sampling sites with approximately 60 million data values. The data are used by EPA regions, the States, and other Federal agencies in support of: monitoring and surveillance, basin planning, research, NPDES permit program, progress reporting, standards and criteria, and dealing with toxic substances.

Retention: Permanent

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