

14 322 P1

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-412-82-5	
DATE RECEIVED December 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-23-82 Date	<i>R.M. Ware</i> Archivist of the United States

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 (PM-213)

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 _____ 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 11/17/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold R. Masters</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
Appendix D, Schedule 5, Item 8	<p>The Regional Surveillance and Analysis Program Record Control Schedule is being amended to provide coverage of RCRA records created by implementing the Resource Conservation and Recovery Act (RCRA).</p> <p>Attached is a copy of the EPA Records Control Schedule for this series of records.</p>		

no mass data change / item

*received
Closed Out: 5-6-82: K.T.D.
Copy to NNF, Agency & All FRCS*

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

SURVEILLANCE AND ANALYSIS PROGRAM RECORDS

REGIONAL OFFICES

5

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

8. RCRA Compliance Monitoring File. Includes inspection reports used to determine compliance with permits issued to facilities that treats, stores, or disposes of hazardous wastes. Reports forwarded to Enforcement office for legal action if necessary. Field offices maintain report copy plus supporting papers including lab analysis records, field log books, calculation notes, permit information, and other records.

Retention:

- a. Sources with Compliance History. Retain current plus 1 year.
- b. Sources with Non-Compliance History. Retain 5 years.

Disposition:

- a. Sources with Compliance History. Keep in office current plus 1 additional year, then destroy.
- b. Sources with Non-Compliance History. Break file at end of each year. Keep in office for 2 years, then transfer to the Federal Records Center. ~~Keep in FRC for 3 years, then destroy.~~

DESTROY WHEN 5 YEARS OLD *AK*

RECORDS MANAGEMENT MANUAL