

14 3 Dec 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Division

4 NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker

5 TEL EXT

755-0840

LEAVE BLANK

JOB NO

NC1-412-82-6

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-20-82
Date

[Signature]
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 _____ 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>[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
Appendix D, Schedule 4, Items 1 through 3	<p>The Regional Enforcement Program Records 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 required 3 items
Closed Out: 5-6-82: KTD
Copy to Agency, NNF + All FRCs

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

ENFORCEMENT RECORDS

REGIONAL OFFICES

4

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<p><u>NPDES Permits File.</u> Contains records used in issuance of pollution discharge permits under the National Pollution Discharge Elimination System (NPDES) program. Permits issued to municipal, industrial, agricultural, and Federal facility dischargers by EPA regional offices or authorized state agencies. Records consist of application for permit; correspondence with applicant, Corps of Engineers, and certifying agency; copy of public notice and comments; public hearing requests; copy of summary reports and permit rationale; and permit copy. Also, includes permit revisions and records used in determining compliance with permit provisions, such as discharge monitoring reports, inspection sampling reports, appeals documents, copies of enforcement actions, and other related records.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon expiration or termination of permit. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years, then destroy.</p> <p align="center">DESTROY WHEN <u>5</u> YEARS OLD <i>Edwin</i></p>
2.	<p><u>RCRA Permit File.</u> Contains records used in the issuance or denial of a permit to an owner/operator of a facility that treats, stores, or disposes of hazardous wastes under the Resource Conservation and Recovery Act (RCRA) Program. Records consist of the notification form, application for permit (Parts A and B), background and supporting documentation, public notice (FR document) announcing receipt of application, comments and records of public meeting, tentative determination to issue/deny permit, statement of basis for minor facility or fact sheet for major facility, public notice (FR document) announcing EPA approval or denial of permit, comments and records of public hearing, copy of permit, exception reports, closure and post-closure actions, copy of inspection reports, compliance reports, manifests, delisting of hazardous waste(s), correspondence between EPA and the permittee, copy of liability insurance policy or document providing evidence of financial responsibility, records and documentation relating to changes during interim status, and other related records.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon expiration or termination of permit. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years then destroy.</p> <p align="center">DESTROY WHEN <u>5</u> YEARS OLD <i>Edwin</i></p>
3.	<p><u>Notifications Excluding Treatment, Storage, or Disposal.</u> Contains copy of notification, correspondence between the notifier and EPA, revised notification form, and other appropriate records.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file when determination has been made that information is not needed. Keep in office for 3 years then destroy.</p>

RECORDS MANAGEMENT MANUAL