

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

11/3/81

LEAVE BLANK

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

JOB NO

NC1-412-82-8

1 FROM (AGENCY OR ESTABLISHMENT)

Environmental Protection Agency

DATE RECEIVED

December 3, 1981

2 MAJOR SUBDIVISION

Management and Organization Division

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3 MINOR SUBDIVISION

Administrative Management Branch (PM-213)

4 NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker

5 TEL EXT

755-0840

9-1-82
Date

Robert G. Ware
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 5 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
<u>11/17/81</u>	<u>Harold B. Masters</u> <i>Harold B. Masters</i>	Chief, Admin. Management Branch (PM-213)

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
-----------	---	--------------------	------------------

Appendix C,
Schedule 8,
Items 1617
~~through 26~~
79-26

The Headquarters Solid Waste Program Records Control Schedule is being amended to provide coverage of RCRA records created by implementing the Resource Conservation and Recovery Act (RCRA).

Attached is a copy of the EPA Records Control Schedule for this series of records.

change made with EPA approval 6/29/82. JBW

13 other

*no mass data sheet required
Closed out: 9-10-82. CM
Copied to NAF, WNRC & Ramon*

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

8

TITLE OF SCHEDULE
SOLID WASTE MANAGEMENT RECORDS

COVERAGE OF SCHEDULE
APPLICABLE HEADQUARTERS OFFICE

ITEM NO NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

16. Solid Waste Management Abstract Bulletin. Periodic publication of abstracts of solid waste management articles published in professional journals and magazines. (This series of records will no longer be generated after October 1, 1981.)

Retention:
a. Record or Master Copy. Permanent.
b. Information Copies. Retain until no longer used.
Disposition:
a. Record or Master Copy. Break file upon ^{final} publication of Bulletin. Keep in office for 5 years, then transfer to the FRC. Keep in the FRC for 15 years, then offer to the National Archives *in one block when*
b. Information Copies. ^{20 years old.} Destroy when no longer needed.

17. Regulations, Standards, and Guidelines. Contains information relating to the development of rules and regulations affecting the environmental legislation passed by Congress. Records consist of drafts of proposed regulations and guidelines, public and internal comments, hearing transcripts, background documents, journal articles, and other technical support material.

Retention: Permanent.
Disposition: Break file after ^{publication} ~~resolution of any litigation~~. Keep in the office of 5 years, then transfer to the FRC. Keep in the FRC for 10 years, then offer to the National Archives *when 15 years old in 5 yr. blocks.*

18. Legislation. Contains records pertaining to proposed and existing Federal legislation. Records consist of proposed bills, acts, amendments, analysis of bills and amendments, news clips, briefing papers, hearing transcripts and reports, correspondence, etc.

Retention: Retain 10 years.
Disposition: Break file at end of year. Keep in office for 2 years, then transfer to the FRC. Keep in the FRC for 8 years, then destroy.

19. RCRA Facilities. Contains documentation of decisions made by Headquarters and regional personnel regarding the issuance or denial of a permit to a hazardous waste facility. Records include correspondence between the region and Headquarters, copy of application, summary of background and supporting documentation, and other appropriate records.

Retention: Retain 5 years.
Disposition: Break file when permit has expired or terminated. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years then destroy.

20. Authorization to State. Contains documentation of decisions and agreements made with a State for the State to manage and operate a State Hazardous Waste Program in lieu of the Federal program. Includes records of correspondence between the State and EPA, the region and Headquarters, copy of application, proposed recommendation from region, Headquarters decision, copy of State Solid Waste Management Plans, and other appropriate records.

Retention: Retain 5 years.
Disposition: Break file when State Program is discontinued. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years then destroy.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

SOLID WASTE MANAGEMENT RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

8

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

- | | | |
|-----|---|--|
| 21. | <p><u>Cooperative Arrangement - EPA/State.</u> Includes records that document a formal arrangement between the State and EPA for the State to perform certain activities under RCRA to implement the Federal program. This arrangement is entered into when a State has not been given authorization to operate a State Hazardous Waste Program in lieu of the Federal program. Records consist of correspondence between the State and EPA, copy of arrangement, correspondence between the region and Headquarters, reports, and other appropriate documentation.</p> | <p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file when arrangement terminates. Keep in office for 3 years then destroy.</p> |
| 22. | <p><u>Hazardous Waste Data Management System.</u> Printouts of hazardous waste management data. Printouts provide an inventory of generators, transporters, or receivers of hazardous waste and information on the status of permit issuance and enforcement activities under Subtitle C of RCRA. Types of information contained in the printout consist of the name of the installation, installation's EPA identification number, Federally owned installation, date of notification to EPA, type of hazardous waste activity, if a transporter, the mode of transportation, location of installation, installation mailing address, installation contact's phone number, installation contact's name, installation owner's name, processes for managing hazardous waste, and hazardous waste codes, etc.</p> | <p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file when superseded. Keep in office for 1 year then destroy.</p> |
| 23. | <p><u>RCRA Reports.</u> Contains reports relating to the various phases of the permitting process. Includes copy of reports(s), correspondence relating to the report(s), and other appropriate documentation. The following reports are related to or required by the permitting process. Contingency plan, training plan, security plan, waste analysis plan, inspection schedule, closure plan, post-closure plan, groundwater monitoring plan, final plans and specifications.</p> | <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file when reports are superseded or canceled. Keep in office for 2 years then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.</p> |
| 24. | <p><u>Permit Assistance Team.</u> Contains records generated or received by the Permit Assistance Team who assist regional personnel in evaluating requests for permits from land disposal, incinerators, and other hazardous waste facilities. Records include correspondence between the region and Headquarters for assistance from Permit Assistance Team, review and evaluations of facility request (application), findings, and other appropriate records.</p> | <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file when team is disbanded. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years, then destroy.</p> |

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

8

TITLE OF SCHEDULE

SOLID WASTE MANAGEMENT RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

25. Annual Report. Annual report prepared by the Administrator for the Solid Waste Program which is submitted to the President and Congress. Report presents the objectives and accomplishments of the Program, a summary of outstanding solid waste problems in order of priority, recommendations for proposed legislation which is necessary in solving these problems, and plans for solid waste program activities during the next final year.

Retention:

- a. Record Copy. Permanent.
- b. Information Copies. Retain 3 years.

Disposition:

- a. Record Copy. Break file upon transmission to Congress. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives in *5* year intervals when 20 years old.
- b. Information Copies. Destroy when 3 years old or sooner if no longer needed.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

8

TITLE OF SCHEDULE

SOLID WASTE MANAGEMENT RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

26. Policy Guidance Documents. Records consist of official policy decisions, operating guidance, delegation of authority which document the major policies and operation of the RCRA Program.

Retention: Permanent.

Disposition: Break file when superseded or canceled. Keep in Agency for 3 years, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives *when 23 years old in 5 yr blocks.*