

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

8 Jan 91 14
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**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO
NC1-412-82-10

DATE RECEIVED
January 8, 1982

1 FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2 MAJOR SUBDIVISION
Office of Toxic Substances

3 MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 NAME OF PERSON WITH WHOM TO CONFER
Thomas Tasker

5 TEL EXT
75-50840

9-1-82 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 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 12/7/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Harold R. Masters	E TITLE 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
	<p>The Office of Toxic Substances Records Control Schedule is being amended to:</p> <ol style="list-style-type: none"> Revise item 9, Standards, Regulations, and Guidelines Files, to provide coverage of paper and micrographic records. The schedule has been revised to make the micrographic record the record copy and to assign a permanent retention to this series of records. Also, the paper record is no longer the record copy and has been assigned a temporary retention of 1 year after the conversion to microform. Add a new item 14, TSCA Chemical Inventory File. This series of records contains records relating to the inventory of chemicals pursuant to Section 5 of the Toxic Substances Control Act. <p>Attached is a copy of the EPA Records Control Schedule for the two series of records.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. <i>First inspection 2 items</i></p>		

will be January, 1985.

changes made with approval of EPA Records Officer. No mass data sheet required.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE
OFFICE OF TOXIC SUBSTANCES RECORDS

COVERAGE OF SCHEDULE
APPLICABLE HEADQUARTERS OFFICE

20

ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<p><u>Laboratory Test Methods File.</u> A collection of source materials on various analytical methods used in testing chemical substances for toxicity. Records used in determining the most appropriate and scientifically reliable method of premarket testing of toxic substances. Records consist of journal articles, technical reports, studies of other agencies and research groups, etc.</p>	<p><u>Retention:</u> Retain 15 years.</p> <p><u>Disposition:</u> Review in office every 5 years, keeping records of continuing value and destroying other materials. Transfer to the FRC, hold 10 years, then destroy when 15 years old.</p>
7.	<p><u>In-House Special Studies Files.</u> Contains documents related to conducting in-house special studies on toxic substances. Studies cover topics such as environmental levels of toxic substances such as PCB, disease correlation studies, etc.</p>	
	<p>a. <u>Final Reports.</u> Includes printed or manuscript copy, evaluation, and comments, if any.</p>	<p><u>Retention:</u> Retain 20 years.</p> <p><u>Disposition:</u> Break file upon completion of study. Keep in office for 2 years, then transfer to the FRC. Keep in the FRC for 18 years, then destroy.</p>
	<p>b. <u>Working Papers.</u> Includes records used in gathering data for study and administrative records such as trip reports and other expense records.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon completion of study. Keep in office 1 year, then transfer to the FRC. Keep in the FRC for 4 years, then destroy.</p>
8.	<p><u>Legislation File.</u> Includes records related to environmental and toxic substances legislative proposals used for review and comment. Included are Federal Water Pollution Control Act (Sections 307a, 311, and 403), Safe Drinking Water Act, and other legislation. Records consist of proposed statutory language, strategy papers, proposed list of substances to be controlled, comments, and other related papers.</p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file every congressional session. Keep in office for 6 years, then destroy.</p>
9.	<p><u>Standards, Regulations, and Guidelines Files.</u> Includes documents relating to the development of rules and regulations providing for the control of toxic substances. Records consist of transcripts and unpublished technical background documents, work group agendas, meeting notes, minutes, technical reports, internal papers, Agency and published comments, and other related records.</p>	
	<p>a. <u>TSCA Records Containing Confidential Business Information (CBI).</u></p>	<p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain 1 year after conversion to microform has been completed.</p>

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b. Public Files of TSCA Records.

c. Other Microform Copies.

b. Microform Copy. Permanent.

Disposition:

a. Paper Records. Keep in office 1 year after conversion to microform has been completed and microform is verified for completeness, then destroy.

b. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.

c. Permanent Microform Copy. ~~Send silver halide duplicate microform record plus one copy (silver, diazo, or vesicular) to NARS, Records Disposition Division (NCD) after conversion has been completed for storage in NARS, Machine Readable Division (MNR) vault. Offer to NARS when 20 years old.~~ *Send silver halide duplicate (silver, diazo, or vesicular)*

Retention:

a. Paper Records. Retain 1 year after conversion to microform has been completed.

b. Microform Copy. Permanent. *NARS.*

Disposition:

a. Paper Records. Keep in office 1 year after conversion to microform has been completed and microform is verified for completeness, then destroy.

b. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.

c. Permanent Microform Copy. ~~Send silver halide duplicate microform record plus one copy (silver, diazo, or vesicular) to NARS, Records Disposition Division (NCD) after conversion has been completed for storage in NARS, Machine Readable Division (MNR) vault. Offer to NARS when 20 years old.~~ *Send silver halide microform record plus one silver, diazo or vesicular duplicate*

Retention: As below. *vesicular duplicate Transfer*

Disposition: Destroy when no longer needed. *certified microfilm in cubic foot boxes to WNRC for storage pending offer to NARS.*

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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| <p>10. <u>Environmental Impact Statement Review and Comment File.</u> Includes staff comments on environmental impact statements review by toxic substances program staff.</p> | <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon completion of review. Keep in office for 5 years, then destroy.</p> |
| <p>11. <u>Toxic Substances Bibliography and Literature Abstracts Card File.</u> Includes 5 x 8 cards showing citations and abstracts of literature related to toxic substances. Literature sources include scientific journal articles, technical publications and research reports, doctoral dissertations, etc. Topical categories include: Animal studies, chemical studies, analytical methods, and environmental studies.</p> | <p><u>Retention:</u> Retain indefinitely in office.</p> <p><u>Disposition:</u> Keep in office as a technical reference source, destroy when no longer needed.</p> |
| <p>12. <u>PCB Program Files.</u> Includes information related to PCB (polychlorinated biphenyls) used as basis for regulation development. Records consist of 308 letters, surveillance and analysis information, records showing quantities produced, sales and use data, action plan, and other related records.</p> | <p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office for 10 years, then destroy.</p> |
| <p>13. <u>PCB Monitoring Data Base.</u> Includes data collection by regional offices and from national and local monitoring program showing levels of PCB's in industrial sites, bodies of water, fish and wildlife, sediment, etc. Used in preparation of report on PCB levels in the environment.</p> <p>a. <u>Report.</u> Printed report of PCB levels in the environment.</p> <p>b. <u>Monitoring Data.</u> Includes computer printouts from national monitoring networks (STORET) and local networks.</p> | <p><u>Retention:</u> Dispose of in accordance with item 7a above.</p> <p><u>Disposition:</u> See retention above.</p> <p><u>Retention:</u> Dispose of in accordance with item 7b above.</p> <p><u>Disposition:</u> See retention above.</p> |
| <p>14. <u>TSCA Chemical Inventory File.</u> Contains documentation relating to the inventory of chemicals pursuant to Section 5 of the Toxic Substances Control Act. Records consist of TSCA Chemical Substance Inventory Report (EPA Forms 7710-3B & 7710-3C); correspondence between EPA and the submitter, corrected data and replacement of data submitted, and other related records.</p> <p>a. <u>TSCA Records Containing Confidential Business Information (CBI).</u></p> | <p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain 1 year after conversion to microform has been completed.</p> <p>b. <u>Microform Copy.</u> Permanent.</p> |

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b. TSCA Records not containing Confidential Business Information.

Disposition:

a. Paper Records. Keep in office 1 year after conversion to microform has been completed and microform is verified for completeness, then destroy.

b. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.

c. Permanent Microform Copy. ~~Send silver halide duplicate microform record plus one copy (silver, diase, vesicular) to NARS, Records Disposition Division (NCD) after conversion has been completed for storage in NARS, Machine Readable Division (MNR) unit. Offer to NARS when 20 years old.~~ *one silver halide microform plus one silver, diase, or vesicular.*

Retention: *duplicate. Transfer certified microfilm in cubic foot boxes to WNEC for storage.*

a. Paper Records. Retain 1 year after conversion to microform has been completed.

pending offer to NARS.

b. Microform Copy. Permanent.

Disposition:

a. Paper Records. Keep in office for 1 year after conversion to microform has been completed and microform is verified for completeness, then destroy.

b. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.

c. Permanent Microform Copy. ~~Send silver halide duplicate microform record plus one copy (silver, diase, or vesicular) to NARS, Records Disposition Division (NCD) after conversion has been completed for storage in NARS, Machine Readable Division (MNR) unit. Offer to NARS when 20 years old.~~ *one silver halide microform and one silver, diase or vesicular*

Retention: As below. *duplicate. Transfer*

Disposition: Destroy when no longer needed. *certified microfilm in cubic foot boxes to WNEC for storage pending offer to NARS.*

c. Other Microform Copies.

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