

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-412-82-11	
DATE RECEIVED	
March 4, 1982	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
10-6-82 <small>Date</small>	<i>Robert M. War</i> <small>Archivist of the United States</small>

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 3 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 <u>2-19-82</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold R. Masters</i>	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 2, Items 27 through 30	<p>The Regional Air and Hazardous Materials Program Records Control Schedule is being amended to provide coverage of Superfund records created by implementing the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).</p> <p>Attached is a copy of the EPA Records Control Schedule for this series of records.</p>		
	<i>mass data change sheet not required</i>		<i>4 items</i>

*Closed out: 10/12/82:cm
 Copies to NNF, Agency & All FRCs (except WNR)*

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
AIR AND HAZARDOUS MATERIALS PROGRAM RECORDS		REGIONAL OFFICES
		2
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
27.	<p><u>Hazardous Site File.</u> Contains records used in the response, containment, and cleanup of uncontrolled hazardous waste sites pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act. Records consist of the Notification of Hazardous Waste Site (EPA Form 8900-1), documentation of the actions taken by the On-scene Coordinator to respond to hazardous waste incident, communications and coordination between the On-scene Coordinator and Superfund Headquarters personnel, pollution reporting messages of spills (POLREPS), records of the investigation and inspection of hazardous waste site, ranking of site, contracts (including copies of contractors daily reports and invoices) feasibility study (supporting background material), records of approval and plans of the design and engineering of waste containment/remedial system, records documenting the construction of waste containment/remedial system, operation and maintenance of waste containment/remedial system and the liability and financial responsibility of owner or operator, and other related records.</p>	<p><u>Retention:</u> Retain 20 years after completion of all cost-recovery litigation.</p> <p><u>Disposition:</u> Break file upon completion of all cost-recovery litigation. Keep in office for 2 years, then transfer to the Federal Records Center (FRC). Keep in FRC for 18 years, then destroy <i>when 20 years old.</i></p>
28.	<p><u>Cooperative Agreements.</u> Contains records used in the development of a cooperative agreement between EPA and a State to take action to cleanup an uncontrolled hazardous waste site pursuant to Section 104(C) (3) of the Comprehensive Environmental Response, Compensation, and Liability Act. Records consist of application for assistance, State plan for responding to hazardous waste incident, correspondence between the State and EPA concerning the agreement, evaluation of application, copy of approved agreement, claims submitted by State for reimbursement, audit of State claims, reports; and other related records.</p>	<p><u>Retention:</u> Retain 5 years after termination of agreement.</p> <p><u>Disposition:</u> Break file upon termination. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years, then destroy <i>when 5 years old.</i></p>
29.	<p><u>Priority List for Cleanup of Hazardous Waste Sites.</u> Contains records used to develop a priority list of uncontrolled hazardous waste sites that pose an imminent threat to the public health or welfare or environment. Records consist of State list of priorities, correspondence documenting coordination between EPA and the State regarding ranking of sites, documentation of verification by region that documentation supporting the site scores exists in State or Regional files,, regional list of priorities, copy of worksheet for each facility scored by the region/state, summary document for each site describing the site conditions or problems, document that specifies the enforcement status for each candidate site, and other related records.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file when list is updated. Keep in office for 2 years, then transfer to the Federal Records Center. Keep FRC for 8 years, then destroy <i>when 10 years old.</i></p>

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

AIR AND HAZARDOUS MATERIALS PROGRAM RECORDS

COVERAGE OF SCHEDULE

REGIONAL OFFICES

2

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

30. Claims. Contains records used to document the settlement of claims filed against the Fund under Section 112(a) of the Comprehensive Environmental Response, Compensation, and Liability Act. Records consist of the official claim, determination by the Agency that the claimant had been given preauthorization to respond to the hazardous waste incident, EPA's official notification to responsible parties of the claim, documentation of the attempts and arrangement to settle the claim between the responsible parties and the claimant, verification that the claimant did take the action to cleanup the hazardous waste incident, determination by the Agency that the claim is not a duplicate or fraudulent claim, documentation of claim submitted to Board of Arbitrators when claim cannot be settled, and a copy of the agreement of the final settlement of the claim.

Retention: Retain 5 years.

Disposition: Break file upon settlement of claim/completion of cost-recovery actions. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy *when 5 years old.*

RECORDS MANAGEMENT MANUAL