

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

4 NOV 1982

**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

LEAVE BLANK
JOB NO <i>NCI-412-82-13</i>
DATE RECEIVED <i>March 4, 1982</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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>
<i>10-7-82</i> <i>Robert D. Marz</i> <small>Date Archivist of the United States</small>

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 2 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 <i>2-19-82</i>	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 4, Item 12	The Regional Enforcement 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). Attached is a copy of the EPA Records Control Schedule for this series of records.		
	<i>mass data change sheet not required</i>	<i>1 item</i>	

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

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

ENFORCEMENT RECORDS

COVERAGE OF SCHEDULE

REGIONAL OFFICES

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
12.	<p><u>Enforcement and Liability Records.</u> Contains records used to document the liability and financial responsibility of an owner or operator of an uncontrolled hazardous waste site. Records consist of a copy of official notification from the owner/operator of a facility that the facility is in compliance with Section 107(k) (2) of the Comprehensive Environmental Response, Compensation, and Liability Act; documentation of determination by the Agency that the owner/operator of a facility has or has not complied; copy of compliance/noncompliance notification to owner/operator; copy of any Administrative action for judicial review; official notification from owner/operator that financial responsibility has been established consistent with the risks associated with the type of waste at the site; documented verification by EPA that the owner/operator has established appropriate financial responsibility; copy of notification to owner/operator of the facility for the need to adjust financial responsibility, demand letter, referral of case for filing of judicial action; and other related records.</p>	<p><u>Retention:</u> Retain 20 years after completion of enforcement and cost-recovery actions.</p> <p><u>Disposition:</u> Break file upon completion of all enforcement and cost-recovery actions. 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>

RECORDS MANAGEMENT MANUAL