

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-412-85-7	
DATE RECEIVED	
1-25-85	
NOTIFICATION TO AGENCY	
<p>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</p>	
4-1-86 <i>Date</i>	<i>Frank A. Bink</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency
2. MAJOR SUBDIVISION
Office of Solid Waste
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Thomas Tasker

5. TEL EXT
382-5911

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 7 ~~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 12/26/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i> Thomas Tasker	E. TITLE Agency Records Management Officer
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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
1 - 22 and one machine Readable Records	<p>The Office of Solid Waste Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this Schedule is part of a major review and update of the EPA Records Control Schedule Schedules.</p> <p>Attached is a copy of the revised Solid Waste Programs Records Control Schedule.</p>	Appendix Schedule	C 8

11 items

115-107 Copies sent to Agency, NCFX NNF, emh, 4-11-86

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

SOLID WASTE PROGRAMS RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

- | | | |
|----|--|---|
| 1. | <u>Controlled and Major Correspondence of the Director, Office of Solid Waste.</u> Includes copies of controlled and major correspondence signed by the Director. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. | <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of year. keep in office current plus 1 additional year, then transfer to the FRC. Keep in FRC for 10 year, then offer to the National Archives in 5 year blocks.</p> |
| 2. | <u>General Correspondence of the Director, Office of Solid Waste.</u> Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures. | <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to FRC. Destroy when 5 years old.</p> |
| 3. | <u>Program Development File.</u> Consists of records related to the development of Solid Waste policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records. | <p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office 3 years, then transfer to the FRC. Keep in FRC for 20 years, then offer to the National Archives in 5 year blocks.</p> |
| 4. | <u>Program Management File.</u> Consists of records related to the management and administrative support of each unit of the Office of Solid Waste. Records consist of program planning and implementation, personnel needs, work work accomplishments, budgetary materials, and other program management activities. | <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p> |
| 5. | <u>State and Local Government File.</u> Covers contracts and activities with states, counties, and cities. Records consist of letters regarding award or funding of contracts or grants, meeting arrangements, copies of proposed or existing state laws on solid waste management, list and staffing of State agencies responsible for solid waste management activities, State regulations, reports on meetings with State representatives, State action plans, etc. | <p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 6 years, then destroy.</p> |
| 6. | <u>Foreign Government File.</u> Covers contacts and activities with foreign governments. Records consist of cooperative program agreements, meeting arrangements, minutes of meetings, news clippings, technical reports and papers, trip reports, etc. | <p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 6 years, then destroy.</p> |

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
SOLID WASTE PROGRAMS RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
7.	<u>Interagency and Federal Government File.</u> This file contains contacts and activities with Federal agencies, commissions, and other units of the Federal Government. Records consist of letters and reports relating to Executive Orders, OMB statements and bulletins, proposed legislation and programs, cooperative ventures and proposals, meetings and conferences, etc.	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 6 years, then destroy.</p>
8.	<u>Contracts and Grant-Program Group File.</u> Documentation relating to the formulation, award, and changes in contracts and grants for studies, demonstrations, and services. Records consist of orders for supplies or services (SF-147), procurement requests, justification statements, task orders, contractor or grantee proposals, bid evaluations, award notices, contractor staff resumes, contract or agreement, report of payments to contractors, progress reports, changes notices, etc.	<p><u>Retention:</u> Retain 6 years after completion.</p> <p><u>Disposition:</u> Break file upon the completion of project. Keep in office 1 year, then transfer to the FRC. Destroy when 6 years old.</p>
9.	<u>Final Reports and Evaluations Resulting from Contractor and Grantee Studies and Services.</u> Final reports submitted by contractors and grantees. Also, includes evaluations and comments by staff members and others.	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> As determined by user's reference needs.</p> <p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file upon completion of project. Keep in office 1 year, then transfer to the FRC. Keep in FRC 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer needed.</p>
10.	<u>Professional and Civil Associations and Institutions.</u> Covers contacts and activities with professional associations (engineers, chemists, etc.), civic associations (environmentalists, Boy Scouts, JC's, etc.), and institutions (colleges, foundations, etc.). Records consist of meetings and conference arrangements, lists of organization officers, organization brochures, special studies and reports, requests for information and assistance, speeches, etc.	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 6 years, then destroy.</p>

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11.	<p><u>Publications, Promotional Items and Supporting Artwork.</u> General and technical literature and promotional items. Literature and promotional items take the form of handbooks, brochures, pamphlets, comic books, buttons, and bumper stickers. Artwork consist of original drawings and photographs.</p>	<p><u>Retention:</u></p> <p>a. <u>Distribution Supply Copies.</u> Retain 3 years, after last print date.</p> <p>b. <u>Information Copies.</u> As determined by user's reference needs.</p> <p><u>Disposition:</u></p> <p>a. <u>Distribution Supply Copies.</u> Break file when document becomes obsolete. Retain one copy from last print date and destroy unused copies.</p> <p>b. <u>Information Copies.</u> Destroy when no longer used.</p>
12.	<p><u>Speeches by Office Director or Staff.</u> Speeches prepared for delivery at civic functions and professional conferences and meetings.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after presentation. Keep in office 5 year, then transfer to the FRC. Keep in FRC 5 years, then transfer to the National Archives in 5 year blocks.</p> <p>b. <u>Information Copies:</u> Destroy when 1 year old or sooner if no longer needed.</p>
13.	<p><u>Regulations, Standards, and Guidelines.</u> Contains information relating to the development of rules and regulations effecting 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.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file after publication. Keep in office for 5 years, then transfer to the FRC. Keep in FRC 10 years, then offer to the National Archives when 15 years old in 5 year blocks.</p>

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14.	<u>Legislation.</u> Contains records pertaining to proposed and existing Federal legislation. Records consist of proposed bills, acts, amendments, news clips, briefing papers, hearing transcripts and reports, correspondence, etc.	<u>Retention:</u> Retain 10 years. <u>Disposition:</u> Break file at end of year. Keep in office 2 years, then transfer to the FRC. Keep in the FRC for 8 years, then destroy.
15.	<u>RCRA Facilities.</u> 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.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file when permit has expired or terminated. Keep in office for 1 year, then transfer to the FRC. Keep in FRC for 4 years, then destroy.
16.	<u>Authorization to State.</u> 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.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file when State Program is discontinued. Keep in office for 1 year, then transfer to the FRC. Keep in FRC for 4 years, then destroy.
17.	<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 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.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file when arrangement terminates. Keep in office for 3 years, then destroy.
18.	<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	<u>Retention:</u> Retain 1 year. <u>Disposition:</u> Break file when superseded. Keep in office for 1 year, then destroy.

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	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.	
19.	<u>RCRA Reports.</u> Contains reports relating to the various phases of the permitting process. Includes copy of report(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><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 FRC. Keep in FRC for 3 years, then destroy.</p>
20.	<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><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 FRC. Keep in FRC for 4 years, then destroy.</p>
21.	<u>Annual Report.</u> Annual report prepared by the Administrator for the Solide 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.	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 3 years.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon transmission to Congress. Keep in office for 3 years, then transfer to the FRC. Keep in FRC for 15 years, then offer to the National Archives in 5 year blocks when 20 years old.</p> <p>b. <u>Information Copies.</u> Destroy when 3 years old or sooner if no longer needed.</p>

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22. Policy Guidance Documents. Records consist of official policy decisions, operating guidance, delegaion 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 FRC. Keep in FRC for 20 years, then offer to the National Archives when 23 years old in 5 year blocks.

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Office of Solid Waste

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
1	2 Cubic Feet	$\frac{1}{2}$ Cubic Feet	Subject
3	3 Cubic Feet	$\frac{1}{2}$ Cubic Feet	Subject
12	$\frac{1}{2}$ Cubic Feet	$\frac{1}{4}$ Cubic Feet	Chronological
13	40 Cubic Feet	4 Cubic Feet	Subject