

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	NC1-412-85-12
1 FROM <i>(Agency or establishment)</i>		DATE RECEIVED	1-20-87
2 MAJOR SUBDIVISION <u>Environmental Protection Agency</u>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <u>Office of Toxic Substance</u>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER <u>Harold Webster</u> <u>Thomas Tasker</u>	5 TELEPHONE EXT <u>382-5911</u>	DATE <u>3-31-87</u>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>
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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <u>1/14/87</u>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i> Thomas Tasker	D TITLE Agency Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1 - 17	<p>The Office of Toxic Substances 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 Schedules.</p> <p>Attached is a copy of the revised Office of Toxic Substances Records Control Schedule.</p> <p>This certifies that Standards, Regulations, and Guidelines Files, TSCA Chemical Inventory File, Premanufacturing Notice Files, and Section 8 Files described on this SF 115 for the Office of Toxic Substances Records Control Schedule will be microformed in accordance with the standards set forth in 36 CFR 1230, and that storage will meet the requirements of 36 CFR 1230.20(c).</p> <p>Inspection of this microform will be made in accordance with the provisions of 36 CFR 1230.22. The first inspection of this microform will take place in 1989.</p>	Appendix C Schedule 20	

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED NO

TITLE OF SCHEDULE

OFFICE OF TOXIC SUBSTANCES RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

1. Controlled and Major Correspondence of the Assistant Administrator for Toxic Substances. Includes copies of controlled and major correspondence signed by the Assistant Administrator. 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. Records consist of copies of incoming letters, copies of the responses, and enclosures.
2. General Correspondence of the Assistant Administrator for Toxic Substances. Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures.
- ~~3. Program Development File. Consists of records related to the development of the Office of Toxic Substances policies and programs. Records consist of correspondence, issue papers and reports relative to major policy, strategy, program control, research priorities, legislative priorities, and other related records.~~
4. Program Management File. Consists of records related to the management and administrative support of each unit of the Office of Toxic Substances. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.
5. Speeches by Assistant Administrator or Staff. Speeches prepared for delivery at civic functions and professional conferences and meetings.

Retention: Permanent.

Disposition: Break file at end of year. Keep in office current plus 1 additional year, then transfer to the FRC. Keep in FRC for 10 years, then offer to National Archives in five year blocks.

Retention: Retain 5 years.

Disposition: Break file at end of year. Keep in office 1 year, then transfer to FRC. Destroy when 5 years old.

Retention: Permanent.

Disposition: Break file at end of 2 years. Keep in office 4 years, then transfer to the FRC. ~~Keep in FRC for 20 years, then offer to the National Archives in five year blocks.~~

Retention: Retain 5 years.

Disposition: Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.

Retention:

- a. Record Copy. Permanent.
- b. Information Copies. Retain 1 year.

Disposition:

- a. Record Copy. 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 five year blocks.
- b. Information Copies: Destroy when 1 year old or sooner if no longer needed.

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SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
OFFICE OF TOXIC SUBSTANCES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<u>Contracts and Grants File.</u> Documentation relating to the award of contracts and grants with consulting firms and universities for conducting research concerning testing methods, chemical properties, and environmental levels of toxic substances. Records consist of proposals and scope of work, signed agreement, quarterly or monthly progress reports, vouchers and other financial documents, and other related records.	<p><u>Retention:</u> Retain 6 years after completion.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office 2 years, then transfer to the FRC. Destroy when 6 years old.</p>
7.	<u>Freedom of Information Response File.</u> Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year. Destroy when 2 years old.</p>
8.	<u>Final Report Resulting from Contractor or Grantee Studies and Services.</u> Includes printed final copies of reports submitted by contractors and grantees.	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> Retain 20 years.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Keep in office for 1 year, then transfer to the FRC. Destroy when 20 years old.</p> <p>b. <u>Information Copies.</u> Destroy or transfer to the National Technical Information Service after 1 year or sooner if not needed for reference.</p>
9.	<u>Toxic Substances Reference Files.</u> A collection of source materials on various chemical substances having toxic properties. Information used for general reference and as basis for program decisions in development of regulations, testing methods, research priorities, etc. Records consist of journal articles or technical reports showing physical/chemical data, application and use of the chemicals, health impacts, ecological impacts, methods of sampling and analysis, control techniques, and other information.	<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>

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TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
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10.	<del>Laboratory Test Methods File. 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.</del>	<del>Retention: Retain 15 years.  Disposition: 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.</del>
11.	<del>In-House Special Studies Files. 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.  a. Final Reports. Includes printed or manuscript copy, evaluation, and comments, if any.  b. Working Papers. Includes records used in gathering data for study and administrative records such as trip reports and other expense records.</del>	<del>Retention: Retain 20 years.  Disposition: Break file upon completion of study. Keep in office 2 year, then transfer to the FRC. Keep in the FRC for 18 years, then destroy.  Retention: Retain 5 years.  Disposition: Break file upon completion of study. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</del>
12.	<del>Legislation File. 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.</del>	<del>Retention: Retain 6 years.  Disposition: Break file every congressional session. Keep in office for 6 years, then destroy.</del>
13.	<del>Standards, Regulations, and Guidelines Files. 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.</del>	

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OFFICE OF TOXIC SUBSTANCES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	<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> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office 1 year after conversion to microform has been completed and microform is verified for completeness, then destroy.</p> <p>b. <u>Office Microform Copy.</u> Keep working copy in office until no longer needed, then destroy.</p> <p>c. <u>Permanent Microform Copy.</u> Offer to NARS when 20 years old a silver halide microform plus one silver diazo, or vesicular duplicate. Transfer certified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.</p>
	<p>b. <u>Public Files of TSCA Records.</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> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office 1 year after conversion to microform has been completed and microform is verified for completeness, then destroy.</p> <p>b. <u>Office Microform Copy.</u> Keep working copy in office until no longer needed, then destroy.</p> <p>c. <u>Permanent Microform Copy.</u> Offer to NARS when 20 years old a silver halide microform plus one silver, diazo or vesicular duplicate. Transfer certified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.</p>

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SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
OFFICE OF TOXIC SUBSTANCES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	c. <del>Other Microform Copies.</del>	<del>Retention: As below. Disposition: Destroy when no longer needed.</del>
14.	<del>Environmental Impact Statement Review and Comment File. Includes staff comments on environmental impact statements review by toxic substances program staff.</del>	<del>Retention: Retain 5 years. Disposition: Break file upon completion of review. Keep in office for 5 years, then destroy.</del>
15.	TSCA Chemical Inventory File. 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.	
	a. <u>TSCA Records Containing Confidential Business Information (CBI).</u>	<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> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office 1 year after conversion to microform has been completed and microform is verified for completeness, then destroy.</p> <p>b. <u>Office Microform Copy.</u> Keep working copy in office until no longer needed, then destroy.</p> <p>c. <u>Permanent Microform Copy.</u> Offer to NARS when 20 years old a silver halide microform and one silver diazo or vesicular duplicate. Transfer certified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.</p>

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**U.S. ENVIRONMENTAL PROTECTION AGENCY--RECORDS CONTROL SCHEDULES**

SCHED NO

TITLE OF SCHEDULE  
OFFICE OF TOXIC SUBSTANCES RECORDS

COVERAGE OF SCHEDULE  
APPLICABLE HEADQUARTERS OFFICE

ITEM NO NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

b. TSCA Records Not Containing Confidential Business Information (CBI).

Retention:

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

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. Offer to NARS when 20 years old a silver halide microform and one silver diazo or vesicular duplicate. Transfer certified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.

c. Other Microform Copies.

Retention: As below.

Disposition: Destroy when no longer needed.

16. Premanufacturing Notice Files. Contains documentation used in the review/approval of new chemicals to be manufactured and distributed for commercial purposes in the United States pursuant to Section 5 of the Toxic Substances Control Act. Includes documents which describe chemical identity, uses, and exposure data; test data and descriptions of other data related to the effects on health and the environment of the manufacture, processing, distribution in commerce, use and disposal of the new chemical. Also, includes scientific review and evaluation of the new chemical, approval for the chemical to be manufactured, or the decision to ban the production and use of the chemical, and a copy of the F.R. notice which provides information to the public on the chemical.

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OFFICE OF TOXIC SUBSTANCES RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	a. <u>TSCA Records Containing Confidential Business Information (CBI).</u>	<p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain 6 months after conversion to microform has been completed.</p> <p>b. <u>Microform Copy.</u> Permanent.</p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office 6 months after conversion to microform has been completed and microform is verified for completeness, then destroy.</p> <p>b. <u>Office Microform Copy.</u> Keep working copy in office until no longer needed, then destroy.</p> <p>c. <u>Permanent Microform Copy.</u> Offer to NARS when 20 years old a silver halide microform plus one silver diazo or vesicular duplicate. Transfer verified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.</p>
	b. <u>Public Files of TSCA Records.</u>	<p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain 6 years after conversion to microform has been completed.</p> <p>b. <u>Microform Copy.</u> Permanent.</p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office 6 months after conversion to microform has been completed and microform is verified for completeness, then destroy.</p> <p>b. <u>Office Microform Copy.</u> Keep working copy in office until no longer needed, then destroy.</p> <p>c. <u>Permanent Microform Copy.</u> Offer to NARS when 20 years old a silver halide microform plus one silver diazo or vesicular duplicate. Transfer verified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.</p>

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TITLE OF SCHEDULE

OFFICE OF TOXIC SUBSTANCES RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

c. Other Microform Copies

17. Section 8 Files. Contains CBI documents pertaining to a variety of chemicals for which reporting and record retention requirements were established pursuant to Section 8(a) and (d) of the Toxic Substances Control Act. The information for these documents is as follows:

a. Section 8(a) Files. Data provided by chemical manufacturers on the Preliminary Assessment Information form and microfiched by EPA. Data includes identification of the chemical, the manufacturing plant site, the plant site activities, the manufacturer's products, and the customers' users and products, market names, and process categories.

b. Section 8(d) Files. Health and safety studies submitted by chemical manufacturers, including physical and chemical tests and laboratory animals studies (toxicity, carcinogenicity, skin sensitization, inhalation, and mutagenicity).

Retention: As below.

Disposition: Destroy when no longer needed

Retention:

a. Paper Records. Retain 6 months after conversion to microform has been completed.

b. Microform Copy. Permanent.

Disposition:

a. Paper Records. Keep in office 6 months 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. Offer to NARS when 20 years old a silver halide microform plus one silver diazo or vesicular duplicate. Transfer verified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.

Retention:

a. Paper Records. Retain 6 months after conversion to microform has been completed.

b. Microform Copy. Permanent.

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RETENTION PERIOD AND DISPOSITION

c. Asbestos Files. Data provided by asbestos manufacturers, processors and importers on asbestos production, importation, exportation, processing, worker exposure waste and disposal and pollution control. The data were reported on EPA form 7710-36 Reporting Chemical and Industrial Users of Asbestos and EPA form 7710-37 Reporting Secondary Processing and Importation of Asbestos Mixtures.

Disposition:

- a. Paper Records. Keep in office 6 months 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. Offer to NARS when 20 years old a silver halide microform plus one silver diazo or vesicular duplicate. Transfer verified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.

Retention:

- a. Paper Records. Retain 6 months after conversion to microform has been completed.
- b. Microform Copy. Permanent.

Disposition:

- a. Paper Records. Keep in office 6 months 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. Offer to NARS when 20 years old a silver halide microform plus one silver diazo or vesicular duplicate. Transfer verified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.

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Atch to S1 115 (Revised Item Numbers compared to Previous Items Numbers)

Title Of Schedule: Office of Toxic Substances Records

REVISED ITEM NUMBER

PREVIOUS ITEM/SCHEDULE NUMBER

Appendix C, Schedule 20

1 (New)	
2 (New)	
3	2
4	1
5 (New)	
6	3
7 (new)	
8	4
9	5
10	6
11	7
12	8
13	9
14	10
15	14
16 (New)	
17 (New)	

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

Title Of Schedule: Office Of Toxic Substances Records

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
1.	3	1	Subject
5.	$\frac{1}{2}$	$\frac{1}{4}$	Chronological
16.a.	2	$\frac{1}{2}$	Numerical
16.b.	2	$\frac{1}{2}$	Numerical
17.	1	$\frac{1}{4}$	Numerical