

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO <b>NC1-412-85-17</b>	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		DATE RECEIVED <b>3-14-85</b>	
1 FROM (Agency or establishment) <u>Environmental Protection Agency</u>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <u>Water Management Division (Regional Offices)</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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Harold Webster Thomas Tasker	5 TELEPHONE EXT 382-5912 382-5911	DATE <b>9-29-87</b>	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 6 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 <b>8/4/86</b>	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 - 23	The Regional Water Program 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.  Attached is a copy of the revised Water Program Records Control Schedule.	Appendix D Schedule 3	

*Copies to NCF, NNA, NNF*

*8 items*

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

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
WATER PROGRAM RECORDS		REGIONAL OFFICES
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>Program Management File.</u> Contains information relating to all phases of program management and planning for the water planning programs. Records include policy and procedure documents, legislative reference materials, program planning reports, budget materials, and other related records.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file at end of 2 years. Keep in office 2 years, then transfer to the FRC. Destroy when 10 years old.
2.	<u>Continuing Environmental Program Support Agreements and Waste Water Construction Grant Agreements Administered by Regional Offices.</u> These type of agreements are covered by the Assistance Agreement Files Records Control Schedule in Appendix B, Schedule 4, item 2 b. and c. Note: this includes all agreements administered by your Program.	<u>Retention:</u> See Records Control Schedule No. 4 item b. and c. in Appendix B.
3.	<u>Wild and Scenic Rivers Studies File.</u> Contains documents used in making recommendations concerning classification of wild and scenic rivers. <del>Records consist of studies of the rivers and reports recommending classification.</del>	<u>Retention:</u> Permanent.  <u>Disposition:</u> Break file upon completion of <del>regional study and classification.</del> Keep in office 5 years, then transfer to the FRC. Keep in FRC 5 years, then offer to the Regional Archives.
4.	<u>Section 102(b) Studies File.</u> Contains documents relating to water quality storage in Federal reservoirs, under Section 102(b) of the Federal Water Pollution Control Act, as amended. <del>Records used as basis for recommending water quality storage in Federal reservoir projects.</del> Federal agencies include Corps of Engineers, Soil Conservation Service, Federal Power Commission. Records consist of technical reports and supporting data and related correspondence. Note: This program has been phased out.	<u>Retention:</u> Retain 20 years.  <u>Disposition:</u> Break file upon completion of studies and recommendations. Keep in office 10 years, then transfer to the FRC. <del>Destroy when 20 years old.</del>
5.	<u>Section 303(e) Basic Planning File.</u> Contains records related to the development of river basin plans submitted by State planning agencies and reviewed and approved by the regional offices under Section 303(3) of the Federal Water Pollution Control Act, as amended. Records consist of technical reports such as waste load allocations, recommendations for basin-wide abatement program, copies of final basin plans, and related correspondence.	<u>Retention:</u> Retain 7 years.  <u>Disposition:</u> Break file when plans are revised or superseded. Keep in office 3 years, then transfer to the FRC. Destroy when 7 years old.

RECORDS MANAGEMENT MANUAL

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

SCHED NO

TITLE OF SCHEDULE WATER PROGRAM RECORDS		COVERAGE OF SCHEDULE REGIONAL OFFICES
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<u>Water Quality Standards and Regulations File.</u> Contains records used to develop standards and regulations to implement provisions of water program legislation. Standards originated by both States and Federal government. Records consist of correspondence concerning promulgation of new standards and revision of existing ones and supporting documentation. May also include news clips, <u>Federal Register</u> tear sheets, and other related records.	<u>Retention:</u> Retain 7 years.  <u>Disposition:</u> Break file upon promulgation of standard or regulation. Keep in office 2 years then transfer to the FRC. Destroy when 7 years old.
7.	<u>Water Quality Modeling File.</u> Contains documents pertaining to various water quality mathematical models that are used in basin planning.  a. <u>Data Abstracts.</u>  b. <u>Correspondence.</u> Includes correspondence related to the river model.	<u>Retention:</u> Retain 20 years.  <u>Disposition:</u> Break file at end of year. Keep in office 20 years, then destroy.  <u>Retention:</u> Retain 2 years.  <u>Disposition:</u> Break file at end of year. Keep in office 2 years, then destroy.
8.	<u>Nuclear Power Plant Thermal Pollution File.</u> Contains information on proposed power plants. Used by regional office to prepare comments on the potential impact of the facility on water quality.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file upon completion of review and comments. Keep in office 5 years, then transfer to the FRC. Destroy when 10 years old.
9.	<u>Load Allocation Working Papers.</u> Contains data showing the technical basis for assigning load allocations to dischargers. Used as supporting papers for Section 303(e) Basin Plans.	<u>Retention:</u> Retain 5 years.  <u>Disposition:</u> Keep in office 5 years or until revised or updated, then destroy.
10.	<u>Final State Water Quality Management Plans.</u> Printed copies of State Water Quality Management Plans submitted by State planning agencies and reviewed and approved by regional offices. Includes plans formulated under the 303(e) Basin Planning Program and the 208 Areawide Planning Program.	<u>Retention:</u> Permanent.  <u>Disposition:</u> Break file when plans are revised or superseded. Keep in office 3 years, then transfer to the FRC. Keep in FRC 10 years, then offer to the Regional Archives.

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11.	<u>Interagency Agreements/Cooperative Agreements File.</u> <del>Contains documents used in coordinating interagency activities in water planning programs. Records consist of interagency agreements, and procedures for coordination.</del>	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> <del>Break file upon termination of agreements. Keep in office 3 years, then destroy.</del>
12.	<u>Water Programs Legislation File.</u> Contains information used as reference to Federal water pollution legislation. Also, includes policy and procedures and other program materials on the implementation of the laws.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> <del>Keep in office 5 years, then destroy.</del>
13.	<u>Yearly Allocation Ledgers on Construction Grant Fund.</u> Ledgers show credits and debits to all grant project accounts under PL 84-660 and PL 92-500.	
	a. <u>Official Records.</u>	<u>Retention:</u> Retain 7 years. <u>Disposition:</u> Break file as accounts are closed and audit exceptions are resolved. Keep in office 1 year, then transfer to the FRC. Destroy when 7 years old.
	b. <u>Other Copies.</u>	<u>Retention:</u> See Disposition below. <u>Disposition:</u> Destroy when no longer needed.
14.	<u>State Water Supply Program Evaluation File.</u> Evaluations of State drinking water programs prepared by Regional Offices. <del>Contains evaluation reports listing program accomplishments and deficiencies, supporting documentation, correspondence and other related papers. Also, includes evaluations of drinking water laboratories operated by State agencies.</del>	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> <del>Break file upon completion of evaluation. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</del>
15.	<u>Special Studies File.</u> Documents relating to the development of special studies of all water programs. Includes studies and surveys done in-house as well as those done on contract. Records consist of contractors and grantee proposals, procurement requests, task orders, bid evaluation, award notices, payment records, progress reports, and work papers.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file upon completion of study. Keep in office 3 years, then destroy.

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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
16.	<u>Special Studies - Final Reports.</u> Consists of printed reports (final copies) on water program topics, prepared in-house or on contract.	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> As determined by users' needs.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file upon completion of study. Keep in office 10 years, then transfer to the FRC. Keep in FRC for 10 years, then offer to the Regional Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer needed.</p>
17.	<u>Water Supply Legal Work File.</u> Contains records, related to input provided by water supply staff into regional office legal actions taken to insure compliance with rules, regulations, and guidelines. Records consist of memoranda, compliance reports, and supporting papers.	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file upon completion of legal action. Keep in office 3 years, then destroy.</p>
18.	<u>Interstate Carrier Program File.</u> Contains information concerning water supply sources on inter-state carriers, such as buses, trains, airplanes, etc. Records consist of yearly reports showing water quality on the carriers, letters assigning water quality classification to the carriers, inspection reports of water supplies, and related records. Note: this Program has been phased out.	<p><u>Retention:</u> Retain 20 years.</p> <p><u>Disposition:</u> Break file each year. Keep in office 3 years, then transfer to the FRC. Destroy when 20 years old.</p>
19.	<u>Inventory of State Water Supply.</u> Reference copies of a data collection report showing the name and location of water supplies, type of treatment and laboratory control, and other information. Original report sent to Headquarters and used as input to final Water Supply Report.	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon verification by States. Keep in office 1 year, then destroy.</p>

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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
20.	<u>Water Supply Program Reference File.</u> Contains information related to various technical aspects of water supply program and used for reference. Includes such topics as contaminants, cross-connection control disease and epidemiology, pesticides and toxic materials, treatment methods, reference manuals, and other reference materials.	<p><u>Retention:</u> As determined by users' needs.</p> <p><u>Disposition:</u> Review in office every 2 years, retaining files with continuing reference value and disposing of other materials.</p>
21.	<u>Water Supply Training File.</u> Contains records used by regional staff to conduct training programs for State water supply personnel. Records consist of instructional materials, applications, participant rosters, manuals, and other training aids and materials.	<p><u>Retention:</u> Retain 4 years.</p> <p><u>Disposition:</u> Destroy when 4 years old or sooner if no longer used for reference.</p>
22.	<p><u>Underground Injection Control DI Files.</u> Contains records used in the issuance of underground injection control permits under the Safe Drinking Water Act. Permits issued to individual well owners by EPA Regional offices or authorized State agencies. Records consist of application, correspondence with applicant, copy of permit, well inspection reports, and related records.</p> <p>a. Files for permits issued by EPA Regional Offices.</p> <p>b. Files for permits issued by States.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Retain in office 5 years after the well is closed, then transfer to the appropriate field branch of the National Archives.</p> <p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon expiration of permit. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
23.	<u>Sole Source Aquifer Files.</u> Contains information relating to the determination of sole source aquifers. Records consist of maps, positions for designation, summaries of public comments, newspaper clips, and clips from the Federal Register, etc., and information relating to the development and implementation of regulations.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file every 10 years and transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives.</p>

RECORDS MANAGEMENT MANUAL

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

Title Of Schedule: Water Program Records (Regional Offices)

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
22a			
23	8	1	Chronological

Title Of Schedule: Water Program Records (Regional Offices)

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
1.	2	D-3	NCI-412-76-1
2. (New)			
3.	5.		
4.	6.		
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19.	26.		
20.	27.		
21.	28.		
22. (New)			
23. (New)			