

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-412-85-21

DATE RECEIVED

3-4-85

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

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1 FROM (Agency or establishment)

Environmental Protection Agency

2 MAJOR SUBDIVISION

Environmental Services Division (Regional Office)

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Harold Webster
Thomas Tasker

5 TELEPHONE EXT.

382-5912
382-5911

DATE

2-12-86

ARCHIVIST OF THE UNITED STATES

Frank A. Bunker

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 4 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 3/12/85	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1 - 12	<p>The Regional Environmental Services 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.</p> <p>Attached is a copy of the revised Environmental Services Program Records Control Schedule.</p> <p>NOTE: This Schedule was formerly called; Surveillance And Analysis Program Records.</p>	Appendix D Schedule 5	6 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
ENVIRONMENTAL SERVICES PROGRAM RECORDS		REGIONAL OFFICES
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>Stationary Source Compliance File.</u> Includes stationary source inspection reports showing measurements of emissions, type of equipment installed, efficiency of control equipment operation, and other information used to determine compliance with air pollution regulations. Reports prepared by field inspectors and transmitted to enforcement program for possible legal action.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of each year. Keep in office 5 years, then destroy.
2.	<u>State and Local Agency Monitoring File.</u> Includes records used to monitor State and local air pollution programs. Records consist of quality assurance reports of State and local ambient monitoring networks, staff reviews and comments on Section 105 grant applications, and audit reports showing performance of the agencies.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file at end of each year. Keep in office 5 years, then transfer to the FRC. Keep in FRC 15 years, then offer to the Regional Archives.
3.	<u>Citizen Complaints File.</u> Includes copies of complaints and inquiries from citizens on various pollution problems and copies of replies.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of each year. Keep in office 3 years, then destroy.
4.	<u>Standards and Regulations Review and Comment File.</u> Includes copies of standards and regulations sent from Headquarters programs for review and comment by regional office.	<u>Retention:</u> Retain 2 years. <u>Disposition:</u> Break file upon completion of review and comment. Keep in office 2 years, then destroy.
5.	<u>Oil and Hazardous Materials Facility Files.</u> Includes records resulting from investigations of oil and other hazardous materials spills and records related to spill prevention program. a. <u>Spill Investigation and SPCC Compliance Inspection Reports.</u> Records consist of spill reports and supporting papers showing case history of spills. Used in civil or criminal actions against spiller. Also, includes SPCC plan compliance inspection reports, time extension requests, and other related records. b. <u>SPCC Facility Plans.</u> Records detailing spill prevention program of facilities, submitted to regional offices as required by regulations. Includes plans and amendments prescribed by the Regional Administrator.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file at end of each year or upon termination of case, whichever is applicable. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old. <u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file upon completion of amendment implementation or end of year. Keep in office 5 years, then destroy.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
ENVIRONMENTAL SERVICES PROGRAM RECORDS		REGIONAL OFFICES
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<u>NPDES Compliance Monitoring File.</u> Includes inspection reports used to determine compliance with pollution discharge permits issued under the National Pollution Discharge Elimination System (NPDES). Reports forwarded to Enforcement program for legal action if necessary. Field offices maintain copy plus supporting papers including lab analysis records, field log books, calculation notes, permit information, and other records.	Retention: Retain current plus 10 years. Disposition: Break file each year. Keep in office 5 years, then transfer to the FRC. Destroy when 10 years old.
7.	<u>RCRA Compliance Monitoring File.</u> Includes inspection reports used to determine compliance with permits issued to facilities that treat, store, or dispose of hazardous wastes. Reports forwarded to Enforcement program for legal action if necessary. Field offices maintain report copy plus supporting papers including lab analysis records, field log books, calculation notes, permit information, and other records.	Retention: Retain current plus 5 years. Disposition: Break file each year. Keep in office 5 years, then destroy.
8.	<u>Water Quality Stream File.</u> Includes survey inspection reports on water quality of streams and rivers. Data is used to calculate effluent waste load allocations by water planning staff. Field offices maintain report copy plus supporting papers including lab analysis data, working papers, and other related records.	Retention: Retain 10 years. Disposition: Break file upon completion of survey report. Keep in office 10 years, then destroy.
9.	<u>Special Studies File.</u> Documents relating to the development of special studies for all environmental services programs. Includes studies and surveys done in-house as well as those done on contract. Records consist of contractor and grantee proposals, procurement requests, task orders, bid evaluation, award notices, payment records, progress reports, and project work papers.	Retention: Retain 5 years. Disposition: Break file upon completion of study. Keep in office 5 years, then destroy.
10.	<u>Final Reports Resulting from Special Studies.</u> Includes printed final reports of special studies and surveys for all environmental services programs.	Retention: a. <u>Record Copy.</u> Permanent. b. <u>Information Copies.</u> Retain 2 years.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE
ENVIRONMENTAL SERVICES PROGRAM RECORDS

COVERAGE OF SCHEDULE
REGIONAL OFFICES

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

Disposition:

a. Record Copy. Break file upon completion of study. Keep in office 1 year, then transfer to the FRC. Keep in FRC 20 years, then offer to the Regional Archives.

b. Information Copies. Destroy when 2 years old or sooner if no longer needed.

Retention: Retain 10 years.

Disposition: Break file at end of 2 years. Keep in office 1 year, then transfer to the FRC. Destroy when 10 years old.

11. Program Management Files. Contains records pertaining to policy and program development of all environmental services programs. Records consist of correspondence and reports relative to policy and programs, interagency activity, research, manpower planning, and other related materials.

Retention: Retain 5 years.

Disposition: Break file upon completion of final inspections for all applicants. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.

12. Natural Disaster Assistance File. Includes records conducting damage assessment surveys, as required by Presidential disaster declarations. Records consist of correspondence preliminary damage assessments, damage surveys, interim and final inspection reports, and other related records.

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Revised Item Numbers compared to previous item numbers,
Schedule Number, and NARS Job Number)

Title Of Schedule: Environmental Services 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.	1.	D-5	NCI-412-76-1 NCI-412-82-5
2.	2.		
3.	4.		
4.	5.		
5.	6.		
6.	7.		
7.	8.		
8.	9.		
9.	10.		
10.	11.		
11.	12.		
12.	13.		

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

Title Of Schedule: Environmental Services Program Records (Regional
Offices)

<u>Item No.</u>	<u>Volume On Hand (Cu.Ft.)</u>	<u>Growth Per Year (Cu.Ft.)</u>	<u>Arrangement Of Files</u>
2.	4	1	Subject