

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>	JOB NUMBER <i>N1-412-00-5</i>
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To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED <i>11-29-99</i>
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1. FROM (Agency or establishment) <b>Environmental Protection Agency</b>	<b>NOTIFICATION TO AGENCY</b>		
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		DATE <i>2.23.2000</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
4. NAME OF PERSON WITH WHOM TO CONFER <b>Rachel VanWingen</b>	5. TELEPHONE <b>(202) 260-9709</b>		

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_ 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

is not required;     is attached; or     has been requested.

DATE <i>11/23/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel VanWingen</i> Rachel VanWingen	TITLE Records Officer
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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached EPA Records Control Schedule  576		<b>WITHDRAWN</b> <i>2.23.2000</i>

*Agency*

DRAFT OF 2/18/99

U.S. EPA RECORDS SCHEDULE

**SERIES TITLE:** Facilities Index System (FINDS)

**PROGRAM:** All Programs

**EPA SERIES NO:** 576

**AGENCY FILE CODE:** IRMT 576

**NARA DISPOSAL AUTHORITY:** N1-412-99-1/7  
(Use this number to retire records to the FRC)

**APPLICABILITY:** Agency-wide

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**IDENTIFYING INFORMATION:**

**DESCRIPTION:** The Facilities Index System (FINDS) is an inventory of information on facilities regulated or tracked by EPA programs. All facilities are assigned unique Facility Identification numbers by FINDS which serve as cross-reference numbers to facility information residing in other EPA systems, such as the Permit Compliance System (PCS), the Aerometric Information Retrieval System (AIRS), or the Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS). System phase out at the end of fiscal year 1998.

Information in the system includes: facility name, address, EPA Facility ID code, Standard Industrial Classification (SIC) code, Dun & Bradstreet (DUNS) number, source (program), source ID (program system ID) number, Indian Land indicator, and federal facility indicator. Historic information is available on-line and searchable.

**ARRANGEMENT:** Not applicable

**TYPE OF RECORDS:**  
Data files, reports, ad hoc queries

**SPECIFIC RESTRICTIONS:**  
None

**MEDIUM:**  
Electronic, paper

**VITAL RECORD:**

**FUNCTIONS SUPPORTED:**  
Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

EPA SERIES NO. 576

DISPOSITION INFORMATION:

**FINAL DISPOSITION:**

a. Electronic software program:  
Disposable

**TRANSFER TO FRC PERMITTED:**

No

b. Input

See EPA 171 - Input/Source Records

c. Electronic data: Disposable

No

d. Output and reports

Dependent on related records

e. Supporting documentation:

Disposable

Yes

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**FILE BREAK INSTRUCTIONS:**

a. Break file when superseded by routine software updates.

b. Break file according to instructions for EPA 171 - Input/Source Records.

c. Break file when superseded.

d. Follow file break instructions for related records.

e. Break file when superseded.

**DISPOSITION INSTRUCTIONS:**

a. Delete when superseded by routine software program updates and quality assurance check completed or when no longer needed.

b. Follow instructions for EPA 171 - Input/Source Records.

c. Maintain individual records 7 years after system is discontinued.

d. Follow disposition instructions for related records.

e. Keep in office up to 2 years after file break, then retire to FRC.  
Destroy when 15 years old.

APPLICATION GUIDANCE:

**REASONS FOR DISPOSITION:** Information for FINDS is obtained from other source systems and it does not contain any unique information. It does, however, standardize name and address information and assigns the EPA ID number. FINDS only shows which facilities occur in which program systems as an attempt to integrate facility information across Agency systems.

**AGENCY-WIDE GUIDANCE:** Systems related to FINDS are scheduled as:

- EPA 050 - Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS)
- EPA 058 - Federal Facility Information System (FFIS)
- EPA 252 - Resource Conservation and Recovery Information System (RCRIS)
- EPA 419 - Permit Compliance System (PCS)

EPA SERIES NO. 576

EPA 496 - Aerometric Information Retrieval System (AIRS)  
EPA 587 - Enforcement Docket System (DOCKET)

Other related systems such as Chemicals in Commerce Information System (CICS) are covered in other disposable systems such as Bibliographic and Reference Systems, EPA 088.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

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CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: OARM

Location:

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:  
(feet or inches)

CONTACT POINT:

Name: Daisy Berlingeri

Mail Code: 3409

Telephone: 202-260-1786

Office: Enterprise Systems Div.

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 050, EPA 058, EPA 171, EPA 252, EPA 419, EPA 496

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
11/14/95		9/1/93	2/18/99