

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-31</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-8-2007</i>	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		NOTIFICATION TO AGENCY 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 Adisposition not approved or Awithdrawn in column 10.	
2. MAJOR SUBDIVISION Toxic Substances			
3. MINOR SUBDIVISION Headquarters			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE <i>1/28/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</i>
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12/12/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John B. Ellis</i>	TITLE Agency Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

TSCA Section 6 Regulation of Hazardous Chemical Substances and Mixtures Files

N1-412-01-11

12/30/08 copies sent to agency, NWMB, NWME, NWMO, & NR

This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 247

Status: Draft, 01/31/2008

Title: TSCA Section 6 Regulation of Hazardous Chemical Substances and Mixtures Files

Program: Toxic Substances

Applicability: Headquarters

Function: 108-025-06-02 - Manage Toxic Substances

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-31

Description:

Records document requirements associated with the disposal, prohibition or limitation of the manufacture, processing, distribution in commerce or use of a chemical or mixture that presents or unintentionally causes the chemical substance or mixture to present an unreasonable risk of injury to human health or the environment. Includes permit applications for disposal or research and development, toxicity data, company notifications of inadvertently produced chemicals, request for waiver or exemptions, internal correspondence and related records. Examples of existing chemicals covered by this schedule are PCB, lead, and dioxin furans.

Disposition Instructions:

Item a(1): Record copy - Nonelectronic

- **Permanent**
- Close inactive records upon final action.
- Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.

Item a(2): Record copy - Electronic

- **Permanent**
- Close inactive records upon final action.

- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

Item a(3): Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

Guidance:

The Non-Confidential Information Center (NCIC) and the Confidential Business Information Center (CBIC) are responsible for maintaining the record copy. The program office is responsible for maintenance and disposition of sensitive information not included in the NCIC files.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

At the close out of the file, the documents held by the NCIC and CBIC should be retired at the same time.

If decisions are made resulting in a rule, documents supporting these actions should be retired under EPA 149 for regulations, standards, and guidelines. Copies maintained in the docket are covered by EPA 150.

Program offices responsible for documenting the issuance or denial of a permit should retain those records according to the disposition instructions in EPA 205.

Specific legal citations include:

- Toxic Substances Control Act, as amended, Sec. 6
- 40 CFR Parts 747-763

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. Item b for microformed paper copy was deleted and incorporated into item a. The retention of the record copy is unchanged.

The following changes were made in the 01/31/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item c for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Pollution Prevention and Toxics, Chemical Control Division

- **Contact:** John Bowser
- **Telephone:** 202-564-8082

Related Schedules:

EPA 149, EPA 150, EPA 205

Previous NARA Disposal Authority:

N1-412-01-11

Entry: 04/25/1995

EPA Approval: 12/19/2006

NARA Approval: Pending