NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-174-000255

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/07/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1b was superseded by N1-412-06-006 EPA chapter 006

Item 3 was superseded by N1-412-07-002 Item 5 and N1-412-08-016

Item 4 was superseded by N1-412-07-053 item 3 (schedule 674)

Item 5 was superseded by N1-412-07-053 item 4 (schedule 675)

Item 6a was superseded by NC1-412-84-02 (see page 2 of its appraisal report)

Item 6b was superseded by N1-412-07-053 item 5 (schedule 676)

Item 7a was superseded by N1-412-07-002 item 6

Item 7b was superseded by N1-412-07-002 item 6

Item 7c was superseded by N1-412-07-002 item 6

Item 8 was superseded by N1-412-06-006 EPA chapter 003 and N1-412-06-012 $\,$

Item 9 was superseded by NC1-412-83-02, item 9

Item 10 was superseded by NC1-412-83-02, item 10

Item 12a was superseded by N1-412-07-016

Item 12b1 was superseded by N1-412-07-016

Item 12b2 was superseded by N1-412-07-016

Item 13a was superseded by NC1-412-76-010 and N1-412-07-017

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 13b1 was superseded by N1-412-07-016

Items 13b2 through 13b4 were superseded by N1-412-07-018

Item 13d was superseded by N1-412-07-020

Item 18 was superseded by N1-412-07-021, item 3

Item 19 was superseded by N1-412-07-021, item 4

Item 20a through 20c was superseded by N1-412-07-021, item 5

As of 09/07/2022

TO DISPOSE OF RECORDS

(See Instructions on Reverse)

NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

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NOTIFICATION TO AGENCY

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1. FROM (AGENCY OR ESTABLISHMENT) In accordance with the provisions of 44 U.S.C. 3303a the dis-Environmental Protection Agency posal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-2. MAJOR SUBDIVISION drawn" in column 10. Enforcement and General Counsel

4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL. EXT. Mr. Harold Masters 755-0840 6. CERTIFICATE OF AGENCY REPRESENTATIVE

Archivist of the United States

3. MINOR SUBDIVISION

TO: GENERAL SERVICES ADMINISTRATION,

| 6-4-74 (Date) | Chief, Administrative) | strative Man | agement Br |
|------------------|--|----------------------------|---------------------|
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
| | Enforcement and General Counsel | | |
| 1-21 | Descriptions and retention for General Counsel Items are attached | | |
| | Descriptions and retention for Enforcement Items are attached | * | |
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| | | 64 item | • |

U. S. ENVIRONMENTAL PROTECTION AGENCY

RECORDS CONTROL SCHEDULES FOR THE OFFICE OF

ENFORCEMENT AND GENERAL COUNSEL

| Item | Name and Description of Record/File | Retention Period and Disposition |
|------|---|---|
| 1. | Program Development | |
| R | a. Contains documents relating to major policy, program development and direction, and other records used in the management of the program. | Retention: Permanent. Disposition: Break file at the end of 2 years. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 10 years, then offer to National Archives. |
| | b. Contains documents relating to the management, operation, development, and guidance of specific programs such as water quality, noise, radiation, etc. | Retention: Retain 10 years. Disposition: Break file at the end of 2 years. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for years, then destroy. |

Ichanges made per authorization M Davis 9/20/74 CSR)

| | | Retention Period |
|----------|--|--|
| Item | Name and Description of Record/File | and Disposition |
| 2. | Job Applications - Attorneys. Solicited and unsolicited applications for jobs as attorneys in | Retention: Retain 1 year after review and evaluation. |
| | EPA. Records consist of letters requesting jobs, resumes and photos, interview notes and comments. | Disposition: Break file at the end of 6 months. Keep in office 6 additional months, then destroy. |
| 3. | Environmental Statements. Reports received from other agencies relating to the effects on the immediate community envi- | Retention: Retain 1 year after completion of review. |
| | ronment. Reports used for review and comment. | <u>Disposition</u> : Break file upon completion of review and comment. Keep in office I additional year, then destroy. |
| 4. | Legal Interpretations and Opinions | Retention: Permanent. |
| <u>ب</u> | a. Requests for and responses to requests for legal interpretations and opinions relative to the intent and application of environmental laws and regulations. | Disposition: Break file upon the expiration, amendment, or revision of an Act or Regulation. Keep in Office 30 years, then offer to the National Archives. |
| | b. Background material including letters, memos, laboratory reports, Federal Register clippings, and | Retention: Retain 10 years. |
| | excerpts from court transcripts. | Disposition: Break file at the end of 1 year. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC for 7 years, then destroy. |
| 5. | Litigation. | · |
| | a. Clean Air Act, Federal Water Pollution Control Act, and Federal Insecticide, Fungicide and Roden- ticide Act. Proposed, pending, | Retention: Retain 10 years after completion or termination of case. |
| | and existing legal action involving EPA/State Units vs. Citizen, City, or Industrial/Commercial groups. Records consist of notices of | Disposition: Break file upon completion of case. Keep in office 1 additional year, then send to |
| | action, petitions for review, stipulations, complaints, summonses, exhibits comies of State and | Federal Records Center. Keep in FRC for 9 years, then destroy. |

Federal acts, and court opinions.

then destroy.

exhibits, copies of State and

Retention Period and Disposition

b. Contracts and Grants. Concerns legal actions related to goods or services under contract or grant to EPA. Records consist of complaints, summonses, briefs, motions, and correspondence related to the action.

Retention: Retain 10 years after completion or termination of case.

Disposition: Break file upon completion or termination of case. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy.

c. Other. Contains documents pertaining to legal actions or court cases in which EPA is either the plaintiff or defendant. Documents and data relate to all facts of a case such as technical aspects, witnesses, publicity, preparation, and processing of legal papers (briefs, motions, depositions), internal and external correspondence relative to status and settlement, work papers, and notes, etc.

Retention:

- (a) Routine cases. Retain 20 years after completion or termination of case.
- (b) Landmark cases. Permanent. (Cases designated by the EPA Administrator as landmark or precedent actions.)

Disposition: Break file upon completion or termination of case. Keep in office 1 additional year, then send to the Federal Records Center. Keep in FRC for 19 years, then destroy routine cases. Offer Landmark cases to Archives.

routine cases separate from) Landmark Cases

6. <u>Development and Enforcement of Air</u> and Water Standards by States.

a. Air. Submission, progress, and status of clean air standards being enacted into law by States and Territories and submitted to EPA for review and approval. Records consist of letters requesting legal interpretations and opinions, copies of State acts or programs, regional office reviews and comments, and technical reviews.

Retention: Retain 12 years after completion of program.

Disposition: Break file upon completion of program. Keep in office ladditional year, then send to Federal Records Center. Keep in FRC for 11 years, then destroy.

Item | Name and Description of Record/File

Retention Period and Disposition

b. Water.

(1) Submission, progress, and status of clean water standards being enacted into law by States and Territories and submitted to EPA for review and approval. Records consist of letters requesting legal interpretations and opinions, copies of State acts or programs, regional office reviews and comments, and technical reviews. Letters to Governors approving action by States to clean up a water body, press releases, State publications on pollution control directions to industry, summaries of State action.

(2) Contains documents pertaining to the waterways within and bordered by the States, the industries within the States, activities of the States relative to the permit program, development of State clean water acts and agencies to monitor and enforce them, cases referred by EPA to Justice for action.

7. Regulations.

a. Clean Air Act. File contains documents and data relating to the entire Act, sections of the Act, and interpretations and implementation of the Act. Such data are presented in the form of memos, reports, newspaper and magazine articles, and correspondence. Subjects consist of meetings and agenda for meetings, Notices of changes in sections of the Clean Air Act, Notices of Proposed Rule changes relating to the Act.

Retention: Retain 12 years after completion of program.

Disposition: Break file upon completion of program. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 11 years, then destroy.

Retention: Permanent.

Disposition: Break at the completion of or change in State Permit Programs. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC for 15 years, then offer to National Archives.

Retention: Retain 25 years.

Disposition: Break file at the end of pears. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 24 years, then destroy.

12

Item

Name and Description of Record/File

Retention Period and Disposition

b. Federal Water Pollution
Control Act. File contains
documents and data relating to
the entire Act, sections of the
Act, and interpretations and
implementation of the Act. Such
data are presented in the form of
memos, reports, newspaper and
magazine articles and correspondence. Subjects consist of meetings and agenda for meetings,
Notices of Proposed Rule changes
relating to the Act.

Retention: Retain 25 years.

Disposition: Break file at the end of \$35 years. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 24 years, then destroy.

c. Federal Insecticide, Fungicide, and Rodenticide Act. File contains documents and data relating to the entire Act, sections of the Act, and interpretations and implementation of the Act. Such data are presented in the form of memos, reports, newspaper and magazine articles, and correspondence. Subjects consist of meetings and agenda for meetings, Notices of changes in sections of the FIFRA, Notices of Proposed Rule changes relating to the Act.

Retention: Retain 25 years.

Disposition: Break file at the end of Syears. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 24 years, then destroy.

d. Refuse Act.

R

(1) Contains documents relating to the development of the Refuse Act Permit Program. Covers such things as the Permit Application Form and entry instructions, citizen assistance in program enforcement, plan for computer processing, philosophy of permit program, setting up conference hearings, and developing standards. Correspondence and reports relative to the application and enforcement of the Refuse Act of 1899. Documents and data relate to complaints

Retention: Permanent.

Disposition: Break file after completion of action or termination of program. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.

regulations not included in the acts described above, and interpretations and implementation of the regulations. data are presented in the form of memos, reports, newspaper and magazine articles and correspondence. Subjects consist of meetings and agenda for meetings, Notices of changes in the regulations.

8. Contract and Grant File.

State. Contains documents pertaining to grants and contracts, grant and contract proposals, monitoring work on grants and contracts, statistical sampling techniques, mining and milling, legislative program, international joint

Retention Period and Disposition

Retention: Retain 10 years after completion

Disposition: Break file upon completion of case. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 9 years,

Retention: Retain 25

Disposition: Break file at the end of \$5 years. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 24 F years, then destroy.

Retention: Retain 10 years after completion or termination of contract or grant.

Disposition: Break file upon the completion of contract or grant.

| | , | <i>I</i> (|
|------|---|--|
| Item | Name and Description of Record/File | Retention Period and Disposition |
| | commission, fishery services, sea water quality criteria, industrial waste studies (by name of industry). Included are copies of State antipollution acts, guideline for obtaining grants, comments from Congressmen, review of proposed grants, copies of contracts and agreements, and requests for proposals, procurement requests, and purchase orders. | Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy. |
| | b. Commercial and Institutional Contract and Grant File. Consists of contracts and grants proposed by or negotiated with commercial or industrial groups or institu- tions like colleges or hospitals. Records consist of proposals, contracts, reviews, comments, requests for proposals, procure- ment requests, purchase orders, and congressional inquiries. | Retention: Retain 10 years after completion of contract or grant. Disposition: Break file upon the completion of contract or grant. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy. |
| 9. | Patent Developments and Interpretations. Consists of documents pertaining to patent rights on contracts and grants awarded by EPA. Documents consist of copies of the contracts and proposals, invitations to make proposals, disclosures of inventions, affidavits, patent statements, waivers, correspondence between contractors and EPA and within EPA developing the grounds for understanding licensing agreements. | Retention: Retain 15 years after completion or termination of con- tract or grant. Disposition: Break file upon the completion or termination of contract or grant. Keep in office 3 additional years, then send to Federal Records Center. Keep in FRC for 12 years, then destroy. |
| 10. | Disclosure of Inventions made under Grants, Contracts, and by EPA employees. Consists of documents disclosing inventions made by contractors, grantees, and EPA | Retention: Retain 17 years after completion or termination of project or program. |

| Item | Name and Description of Record/Fil |
|------|---|
| | employees. File consists of patent applications, correspondence with patent office and inventors, power of attorney, invention disclosures, notices of reference citations, lists of foreign patents. |

Abatement Commitment Letters 11. (ACL's). Request to and response from industrial organizations and municipalities in regard to their programs and commitment to reduce pollution. Records also pertain to regional commitment programs.

12. Development and Enforcement of Air and Water Standards by States.

> a. Air. Submission, progress, and status of clean air standards being enacted into law by States and Territories and submitted to EPA for review and approval. Records consist of letters requesting legal interpretations and opinions, copies of State acts or programs, regional office reviews and comments, and technical reviews.

ъ. Water.

(1) Submission, progress, and status of clean water standards being enacted into law by States and Territories and submitted to EPA for review and approval. Records consist of letters requesting legal interpretations and opinions, copies of State acts or programs, regional office reviews and comments, and

Retention Period and Disposition

e

Disposition: Break file upon completion or termination of project or program. Keep in office 3 additional years, then send to Federal Records Center. Keep in FRC for 14 years, then destroy.

Retention: Retair. 20 vears after completion of action.

Disposition: Break file upon the completion of action. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 19 years, then destroy.

Retention: Retain 12 years after completion of program.

Disposition: Break file upon completion of program. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 11 years, then destroy.

Retention: Retain 12 years after completion of program.

Disposition: Break file upon completion of program. Keep in office 1 additional year. then send to Federal Records Center. Keep in FRC for 11 years, then destroy.

| Item | Name and Description of Record/Fil | Retention Period and Disposition |
|------|--|---|
| | | |
| · | technical reviews. Letters to Governors approving action by State to clean up a water body, press releases, State publications on pollution control directions to industry, summaries of State action. | i. |
| R | (2) Contains documents per- taining to the waterways within | Retention: Permanent. |
| 1. | and bordered by the States, the industries within the States, activities of the States relative to | Disposition: Break file at the completion of or change in State Permit Programs. Keep |
| | the Permit program, development of | |
| | State clean water acts and agencies | sthen send to Federal Records |
| | to monitor and enforce them, cases | · - |
| | referred by EPA to Justice for | years, then offer to Nation- |
| | Action. | al Archives. |
| 13. | Regulations, | Retention: Retain 25 years. |
| | a Clean Air Act. File contains | |
| | documents and data relating to the | |
| | entire Act, sections of the Act, | in office ladditional year, |
| • | and interpretations and implementa- | |
| | tion of the Act. Such data are | Center. Keep in FRC for |
| | presented in the form of memos, reports. newspaper and magazine | years, then destroy. |
| | articles, and correspondence. | |
| | Subjects consist of meetings and | |
| | agenda for meetings, Notices of | |
| \ | changes in sections of the Clean | |
| / | Air Act, Notices of Proposed Rule | |
| | changes relating to the Act. | |
| | | |
| • | b. Federal Water Pollution Con- | Retention: Retain 25 years. |
| | trol Act File contains documents | Retention. Retain 23 years. |
| | and daza relating to the entire | Disposition: Break file at |
| | Act, sections of the Act, and in- | the end of 20 years. Keep |
| | texpretations and implementation of | in office 1 additional year. |
| | the Act. Such data are presented | then send to Féderal Records |
| | in the form of memos, reports, | Center. Keep in FRC for 4 |
| | newspaper and magazine articles | years, then destroy. |
| / | and-correspondence. Subjects | |
| ′ | | - |

Name and Description of Record/File Item

Retention Period and Disposition

consist of meetings and agenda for meetings, Notices of changes in sections of the FWPCA, Notices of Proposed Rule changes relating to the Adt.

Federal Insecticide, Fungicide Retention: and Rodent cide Act. File contains documents and data relating to the entire Act, sections of the the end of 20 years. Keep Act, and interpretations and implementation of the Act. Such data are presented in the form of memos, reports, newspaper and magazine articles, and dorrespondence. Subjects consist of meetings and agenda for meetings, Notice of changes in sections of the Clean Air Act, Notices of Proposed Rule changes relating to the Act.

d. Refuse Act.

(1) Contains documents rela-\ ting to the development of the Refuse Act Permit Frogram, covers such things as the Permit Application Form and entry instructions, citizen assistance in program enforcement, plan for computer processing, philosophy of Permit program, setting up conference hearings, and developing standards. Correspondence and reports relative to the application and enforcement of the Refuse Act of 1899. Document's and data relate to complaints from States about pollution, response from offenders /(polluters), notice of enforcement action, regional recommendations to file civil suit, checklists in support of abatement action, attempts to get offenders to file acceptable permits, litigation reports, notices of legal action (to offender).

Retain 25 years.

Disposition: Bréak Aile at in office 1/additional\year, then send to Federal Records Center. Keep in FRC for 4 years then destroy.

Retention: Permanent.

Disposition: Break file after completion of action or termination of program. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.

Retention Period and Disposition

Contains documents pertaining to EPA ettempts to restrict pollution through the use of the Refuse Act. Records in file consist of such items as: Checklists in support of water pollution actions, summary factsheets, summaries-of action of review committees, notices of referral of cases to Justice.

Disposition: Break file upon completion of case. Keep in office 1 additional vear, theo send to Federal Records Center. Keep in FRC for 9 years, then destroy.

Retention: Retain 10 years

after completion of case.

e. Other. File contains documents and data relating to regulations not described above and interpretations and implementation of the regulations. Such data are presented in the form of memos, reports; newspaper and magazine articles and correspondence. Subjects consist of meetings and agenda for meetings, Notices of proposed changes to the regulations.

Retention: Retain 25 years.

Disposition: Break Kile at the end of 20 years. Keep in office ladditional year, then send to Federal Records Center. Keep in FRC for 4 years, then destroy.

14.

15

Enforcement.

a. Air.

(1) Contains documents pertaining to the interim program for controlling air pollutants. Documents and data relate to statements of program, analysis of State laws, interim authorization, various program and authorities, statement from Attorney General.

Retention: Retain 20 years.

Disposition: Break file upon completion of program. Keep in office 1 additional year. then send to Federal Records Center. Keep in FRC for 19 years, then destroy.

Retention: Permanent.

Disposition: Break file upon the completion of action. Keep in office 3 additional years, then send to Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.

(2) Contains documents pertaining to EPA's enforcement of industrial and municipal compliance with clean air regulations and standards. Documents include background study and surveillance reports, violation notices, press releases, and compliance orders.

Ъ. Water.

(1) Contains documents pertaining to the interior program for

| Item | Name and Description of Record/File | Retention Period and Disposition |
|----------------------|--|---|
| P | controlling water pollutants. Doccuments and data relate to statement of program, analysis of State laws, interim authorition, various programs and authorities, and statements from Attorney General. (2) Contains documents pertaining to EPA's enforcement of industrial and municipal compliance with clean water regulations and standards. Documents include background study and surveillance reports, violation notices, press releases, and compliance orders. | the completion of action. Keep |
| R | (3) Contains documents and data relative to the measurement of mercury in water, the effect of mercury on sea life and its effect on consumers, controls to prevent polluting waters with mercury, and compliance by companies. (4) Publications, textbooks, and similar reference data. | Disposition: Break file at the |
| R | c. Oil Spill. Action taken to make industrial and commercial organizations recognize and respond to their responsibility to clean up and prevent oil spills. Records consist of State and Federal investigation reports, geographic area maps, reports and referral of oil spill cases to the U.S. Attorney, notices to Coast Guard for hearings on oil spills. | Retention: (a) Routine Cases. Retain 20 years after completion or termination of case. (b) Landmark Cases. Permanent (cases designated by the EPA |
| Section Section 2015 | 12 | From Landmark Cases |

Retention Period Name and Description of Record/File Item and Disposition the to Federal Records Center. Keep in FRC for 19 years, then destroy routine cases. Offer Landmark Cases to National Archives. Retention: Retain 20 years. d. Mobile. Contains documents pertaining to the control of emissions from automobile engines. Discosition: Break file upon Documents and data relate to completion of the program. statement of program, analysis of Keep in office 1 additional State laws, interim authorization, year, then send to Federal various programs and authorities, Records Center. Keep in FRC and statements from Attorney for 19 years, then destroy. General. ٠. Pesticides. Contains documents Retention: Retain 5 years pertaining to the collection of after completion or termipesticide samples, the laboratory mation of case. analysis of the samples, the conformity of the packages and label-Disposition: Break file upon ing to standards and sample content completion of the case. Keep discovery of violations and enon office I year, then send to Federal Records Center. forcement of activities. File contains such records as: sample Keen in FRC for 4 years, then destroy. collection reports, retailer's purchase orders for product shipment from which samples were taken, package labeling, lab analysis reports, case reviews, letters to manufacturers and charge sheets, and manufacturer's replies. Conferences, Hearings, and Task Forces. a. Interstate Waters and Confer-Retention: Permanent. ence File. File contains docu-12 ments pertaining to an interstate Disposition: Break file after body of water, and a State and the completion of conference Federal effort to make or keep it and related compliance and clean. Documents and data conlegal action. Keep in office tained in the file concern the 1 additional year them send administrative aspects of enforceto Federal Records Center. ment, the social and economic Keep in FRC for 15 years, then

cleanup, the development and application of rules for establishing/

forces acting both for and against offer to the National Archives.

| Item | Name and Description of Record/File | Retention Period and Disposition |
|------------------|--|---------------------------------------|
| | maintaining clean water conditions, and the monitoring and testing of the water. | |
| | Each water body section is divided into 8 parts which contain the following types: | |
| | (1) Administrative (Monthly progress reports, requests for technical assistance by State agencies, conference arrangements, budget for project, hearing arrangements); | |
| | (2) Compliance (Annual and semiannual conference summary reports, Region checklist, 180 Day Violation Notice, reports of expenditures in compliance actions); | |
| | (3) Correspondence (Congressional, public and agency, announcements for meetings, invitations, transcript corrections); | |
| | (4) Legal (Agenda for conference, interagency agreements, affidavits, conference invitations and acknowledgements, summary reports; | |
| • | (5) Legislation (Report of Steering dommittees on Sanitary Control Act, draft of proposed State and Federal Legislation); | · · · · · · · · · · · · · · · · · · · |
| | (6) Litigation (State and Federal court actions and opinions and decisions); | |
| on - may a man - | (7) Newsclippings (Clips from newspapers concerning conference); | |
| | (8) Reports (Such subjects as river damage, water pollution con- | |

| | | 3 |
|------|---|---|
| Item | Name and Description of Record/File | Retention Period |
| | | and Disposition |
| P- | reports, and other exhibits. | |
| 7 | or each conference. Contain some exhibits. | Retention: Permanent. Disposition: Break File after the completion of conference and related compliance and legal action. Keep in office I additional year, then send to Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives. Destroy duplicates when record copy sent to FRC. |
| C | Water. Summary writeup of each | Retention: Permanent. Disposition: Break file after the completion of conference and related compliance and legal action. Keep in office 1 additional year, then send to Federal Record Center. Keep in FRG for 15 years, then offer to the National Archives. Destroy duplicates when record copy sent to the Archives. |
| | e. Militarian 1974 Automotive Emission - 1975 Hydrocarbons and See Nitrogen Oxide Beavines. Contains documents and data relating to case made by major automobile manufacturers for a suspension of requirements to meet EPA emission | Retention: Permanent. Disposition: (a) Keep in office for 5 years after completion of edit and assembly, then send to Federal |

| 11. | Name and Description of Record/File | Retention Period and Disposition |
|----------|--|--|
| | standards established for beautiful model cars. Documents consist mainly of hearing transcripts, depositions, and exhibits. | Records Center. Keep in FRC for 15 years, then offer to the National Archives. |
| | depositions, and exhibits. | (b) Destroy all duplicate coric lyear after originals sent to FRC. |
| | f. Conference Records - Abatement Actions. Contains documents per- | Retention: Permanent. |
| | taining to the development, arrangement, and conduct of air pollution conferences in multistate areas. Documents relate to recommendations made and actions taken by conferences. Documents maintained in docket folders which contain correspondence, historical logs, newspaper clippless, hearing transcripts, pacess, and films. | - <u>Disposition</u> : Break file at the completion of conference and related compliance and legal action. Keep in office I additional year, then send to Tideral Records Center. Keep in FRC for 15 years, then offer to Archives. |
| ~ | ports cover the history of prob- lem, description of area. descrip- tion of industrial units in area and an assessment of the pollu- tion problem. | Retention: Permanent. Disposition: Break file upon the completion of Conference Report. File two copies with appropriate Conference Records. Destroy extra copies after sending Conference Records to Federal Records Center. |
| Ì | | Retention: Permanent. |
| <u>Γ</u> | National Air Pollution Control Administration. | Disposition: Break file upon the completion of Conference Recommendations. File two copies with appropriate Conference Records. Destroy extra copies after sending Conference Records to Federal Records Center. |
| | recommendations developed by the National Air Pollution Control Administration. i. Enforcement Conferences. Contains documents pertaining to Contains | Disposition: Break file upon the completion of Conference Recommendations. File two copies with appropriate Conference Records. Destroy extra copies after sending Conference Records to Federal Records Center. Retention: Retain 10 years after completion of conference. |

| Item | Name and Description of Record/Fil | Retention Period and Disposition |
|-------------|---|--|
| | news clippings, drafts of proceed- ings, status reports, and corre- spondence. | then send to Federal Records Center. Keep in FRC for 9 years, then destroy. |
| | j. Hughes Task Force. Contains documents pertaining to the work of the task force set-up to study the impact of pending and proposed legislation (1972). Documents and data relate to implementation of Water Bill, staff statistics (requirements), House Bill, issue papers, Strategy papers. | the end of 1973. Keep in office 1 additional year, then send to Federal Records Center. |
| 15. 3560 | Permit Program. | Retention: Permanent. |
| R | a. State Permit Program. Contains documents pertaining to the interim and final permit program for States. Records consist of copies of State clean water laws, EPA authorization to issue permits, memos of understanding. | Program. Keep in office 1 additional year, then send to |
| | b. Early Permit Program. Contains records relating to basic standards and guidelines sent out for comment, data systems (computer) for permit program, drafts of permit application form. | Retention: Retain 20 years Disposition: Break file at the end of 1973. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 19 years, then destroy. |
| | c. Technical Program - Studies and Grants. Contains documents pertaining to the Permit Program and related activities. Documents and data related to effluent limitation guidance, development of industrial guidelines, energy crisis, fish forms, | Retention: Retain 10 years Disposition: Break file at the end of 2 years. Keep in office for 1 additional year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy. |

| ītem | Name and Description of Record/File | Retention Period and Disposition |
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| | hazardous substances, meetings with State and industrial leaders, legislative evaluations, standards, ocean dumping, water strategy, state implementation. Documents pertaining primarily to technical aspects of the Water Quality Program. Documents and data relate to such items as effluent limitation guidance for RAPP by industry state progress with program, contracts for industrial waste studies river basin studies, computer printout of major discharges of effluents. | |
| P | tains such records as: request to Corps of Engineers to reevaluate companies permits to discharge effluents, letters from city officials and interested citizens | (a) Break file after the completion of action. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives. (b) Destroy all duplicates when record copy sent to Records Center. |
| | to organizations (industrial and city) regarding water pollution. | Retention: Retain 10 years after completion of case. Disposition: Break file upon completion of case. |

Name and Description of Record/File Item and Disposition develop and present plan for halt-Keep in office 1 additional ing or reducing pollution. Reyear, then send to Federal cords consist of background data Records Center. Keep in FRC on offense and offenders, notices for 9 years, then destroy. to take corrective action, reports on plan and status of implementation. 17. Summary Report on the Quality of Retention: Permanent. ₩. Interstate Waters. File contains descriptive data relating to an Disposition: Break file after interstate river or body of water completion of the report. Data contained in a report called Keep in office 1 additional "The Summary Report on the Quality year, then send to Federal of Interstate Waters." Report Records Center. Keep in FRC deals with the rivers location for 15 years, then offer to and flow, sources of pollution, the National Archives. adequacy of treatment, nature of delays in abatement, action of agencies, schedule for proposed action. Folders also contain correspondence relating to the reports. 18. 19. Emission Control Program. Con- · Retention: Retain 10 years. tains documents pertaining to the development, application, and Disposition: Break file at suspension of guidelines and the end of 2 years. Keep in office 1 additional year, then rules for better controlling the emissions from automobile engines send to Federal Records Genter. File contains documents and data Keep in FRC for 9 years, then relating to: ADVISORY CIRCULARS destroy. (proposed EPA engine configuration requirements, application format for heavy duty engine certification, duration of conformity cer-

Retention Period

tification) --- FORD FLAP MAINTE-NANCE VC 6 (vehicles transported under limited certificate, Ford's

withdrawal of 1973 application for certification, request for full certification reply to Justice)-FORD COMPANY CV 7 (Ford disclosure of unauthorized maintenance, complaint for injunction and monetary relief) --- SUSPENSION GUIDELINES (procedure for suspension of guidelines, manufacturer's request for public hearing, response to requests to make statement at public hearing, court order, treatment of confidential information). Documents pertaining to the design and operation of programs for mobile units that are in production or are planned for production. File contains documents and data relating to: LABORATORY TEST AND ANALYSIS (emissions -- gas content, evaluations and comments) - DEFECT DEVICES (policy relative to devices used to circumvent EFA regulations, violations and penalty) -- GENERAL AND CONTROLLED CORRESPONDENCE -- HIGH ALTITUDE EMISSION (reports and discussions regarding change in standards and regulations) -- SUSPENSION GUIDE-LINES -- COMPANY DATA (background data on various auro and engine manufacturing companies). Contains documents pertaining to parts and alterations to vehicles or motors already in use. contains documents and data relating to: ADVISORY CIRCULARS (data on antitrust actions) ---CLIPPINGS (ways to prevent air pollution -- STANDARDS AND TEST PROCEDURES (California expanst emission tests) -- CITIZEN CORRE-SPONDENCE (Federal Register. should exemption be made because of high altitude, environmental

| Item | Name and Description of Record/Fil | Retention Period and Disposition |
|------|--|---|
| 19. | data on various auto and engine manufacturing companies). Contains documents pertaining to parts and alterations to vehicles or motors already in use. File contains documents and data relating to: ADVISORY CIRCULARS (data on antitrust actions)—CLIPPINGS (ways to prevent air pollution — STANDARDS AND TEST PROCEDURES (California exhaust emission tests) — CITIZEN CORRESPONDENCE (Federal Register, should exemption be made because of high altitude, environmental policy) — RECALL INVESTIGATIONS (recall of auto by manufacturer for repair or alteration, GM plan) — STATE INSPECTION SYSTEMS—REGIONS (delegation of authority, role of region in enforcement, organization. | |
| | Fuels and Lead Regulations and Noise Pollution File. Contains documents pertaining to rule making for fuels. Documents and data relate to: FUEL REGISTRATION — LEAD REGULATION (lead regulations and National Resources Defense Council, test, health effect, methods, hearings) — FUELS (waste oil report, speech at gas tax conference, additive, composition, state inspection program, small refiners) — WIT- NESSES (waiting to testify, list of witnesses). Documents pertain ing to the development and application or regulations and standards governing vehicles and engines imported for sale/use. Documents relate to: PENDING IMPORT ADMISSIONS —— CUSTOMS | office I additional year, then send to Federal Records Center. Keep in FRC for 7 years, then destroy. |

| Item | Name and Description of Record/Fil | Retention Period and Disposition |
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| 20, | HULINGS IMPORT DATA SYSTEM IMPORT EXEMPTION POLICY IMPORE MODIFICATIONS AND APPROVALS GREY MARKETERS OPERATION AND APPROVAL OF TEST VEHICLES EXEMPTIONS AND WAIVERS. Contains documents pertaining to noise abatement for land vehicles and aircraft, and data on aircraft poliution. Records and data re- late to: NOISE (Motor carrier noise analysis, aircraft noise reduction technology, program planning, low noise emission prod- ucts, railroad noises) POLLU- TION-AIRCRAFT (proposed regula- tions, FAA enforcement regula- tion California standards, work- ing regulations group). Import Declaration - Motor Vehicles. | |
| | a. File consists of completed copies of the form, "Importation of Motor Vehicle Engines subject to Federal Vehicle Pollution control Regulation (EPA Form 3520-1)". Occassionally a Declaration of Conformity and copy of HEW Regulation are attached to the EPA form. The EPA form 3520-1 serves as the source document for the automated processing of motor vehicle import data. | |
| | | Disposition: Break file at end of month. Keep in office 12 additional months, then |

Retention Period Item Name and Description of Record/File and Disposition Imported Vehicle Identifica-Retention: Retain 12 months. tion Numbers. Listings of imported vehicle and engine numbers Disposition: Break file at supplied by foreign manufacturers end of month. Keep in office or U.S. distributors. 12 additional months, then destroy. d. Imported Vehicle Conformity Retention: Retain 4 years. Certification. Letters, affidavits, and invoices describing Disposition: Break file at modifications to vehicle/engine, the end of 2 years. Keep and certifying conformity of EPA in office 2 additional years, standards. Agreement to export then destroy. for resale or cancellation of order because of inability to make modifications.

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GENERAL COUNSEL

The records described below relate to legal opinions and legal services to all of the organizational elements of the Agency with respect to all programs and activities of the Agency; legal counsel; litigation support; and development and formulation of Agency policies and programs.

| | Item | Name and Description of Record/File | Retention Period and Disposition |
|---|------|---|---|
| | 1. | Program Development | - |
| | R | a. Contains documents relating to major policy, program development and direction, and other records used in the management of the program. | Retention: Permanent. Disposition: Break file at the end of 2 years. Keep in office 1 addi- |
| / | | b. Contains documents relating to the management, operation, development, and guidance of specific programs such as water quality, noise, radiation, etc. | tional year, then send to Federal Records Center. Keep in FRC for 10 years, then offer to National Archives. Retention: Retain 10 years. Disposition: Break file at the end of 2 years. Keep in office hadditional year, then send to Federal Records Center. Keep in FRC for 7 years, then destroy: |

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RECORDS CONTROL SCHEDULES

RECORDS MANAGEMENT

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|------------|------|--|---|
| | Item | Name and Description of Record/File | Retention Period and Disposition |
| 2, | 2. | Job Applications - Attorneys. Solicited and unsolicited applications for jobs as attorneys in EPA. Records consist of letters | Retention: Retain 1 year after review and evaluation. |
| | | requesting jobs, resumes and photos, interview notes and comments. | Disposition: Break file at the end of 6 months. Keep in office 6 additional months, then destroy. |
| 3. | 3. | Environmental Statements. Reports received from other agencies relating to the effects on the immediate community envi- | Retention: Retain 1 year after completion of review. |
| | | ronment. Reports used for review and comment. | Disposition: Break file upon completion of review and comment. Keep in office 1 additional year, then destroy. |
| <i>Н</i> . | 4. | a. Clean Air Act. Requests for and response to requests for legal interpretations relative to the intent and application of the Clean Air Act and related environmental protection legislation. Records consist of letters, memos, suspension guidelines requests, Notices of Proposed Rule Making, laboratory reports, and excerpts from court transcripts. | Retention: Retain 10 years. Disposition: Break file at the end of 1 year. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC for 7 years, then destroy. |
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RECORDS MANAGEMENT

| Item | Name and Description of Record/File | Retention Period and Disposition |
|------|---|---|
| • | b. Rederal Water Pollution Control Act. Requests for and response to requests for legal interpretations relative to the intent and applica- tion of the Federal Water Pollution Control Act and related environ- mental protection legislation. Records consist of letters, memos, suspension guide lines requests, Notices of Proposed Rule Making, laboratory reports, and excerpts from court transcripts. | Retention: Retain 10 years. Disposition: Break file at the end of 1 year. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC for 7 years, then destroy. |
| ₹. | c. Contract and Grant. Requests for legal interpretations and recommended revisions of State acts and opinions relative to State's participation in grant program. Documents pertaining to such programs as Personal Service Contracts, Relocation Act, Construction Grants, Award Procedure, New Water Bill, Federal Clean Air Incentive. Record content consists of letters and memos relative to problems, court opinions, legal briefs, OMB Circulars, magazine articles, and similar items dealing with specific programs. | Retention: Retain 10 years. Disposition: Break file at the end of 1 year. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC for 7 years, then destroy. |
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5.

Retention Period Name and Description of Record/File Item and Disposition Federal Insecticide, Fungicide, Retention: Retain 10 and Rodenticide Act. Requests for years. and response to requests for legal Disposition. Break file interpretations relative to the intent and application of FIFRA at end of 1 year. Keep legislation and related environmental in office 2 additional protection legislation. Records conyears, then send to Federal Records Center. sist of letters, memos, suspension guideline requests, Notices of Pro-Keep in FRC for 7 years, posed Rule Making, laboratory reports, then destroy. and excerpts from court transcripts. e. Other. Requests for and response Retention: Retain 10 to requests for legal interpretations vears. relative to the intent and application of other related environmental Disposition: Break file protection legislation. Records at end of 1 year. Keep consist of letters, memos, suspension in office 2 additional guideline requests, Notices of Proyears, then send to posed Rule Making, laboratory reports, Federal Records Center. and excerpts from court granscripts. Keep in FRC for 7 years, then destroy. 5. Litigation. a. Clean Air Act. Proposed, Retention: Retain 10 pending, and existing action years after completion or temmination of case. involving EPA/State Units vs. Citizen, City, or Industrial/ Disposition: Break file Commercial groups. Records conupon completion or tersist of notices of action, petimination of case. Keep tions for review, stipulations, depositions, complaints and cover in office Nadditional letters, summonses, exhibits, year, then send to copie's of State and Federal acts. Federal Records Center. and/court opinions. Keep in FRC for 9 years, then destroy.

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Item

Name and Description of Record/File

Retention Period and Disposition

- b. Federal Water Pollution Control
 Act. Proposed, pending, and existing legal action involving EPA/State
 Units vs. Citizen, City, or
 Industrial/Commercial groups.
 Records consist of notices of
 action, petitions for review,
 stipulations, depositions, complaints and cover letters,
 summonses, exhibits, copies of State
 and Federal acts, and court opinions.
- c. Federal Insecticide, Fungicide, and Rodenticide Act. Proposed, pending, and existing legal action involving EPA/State Units vs. Citizen, City, or Industrial Commercial groups. Records consist of notices of action, petitions for review, stipulations complaints and cover letters, summonses, exhibits, copies of State and Federal acts, and court opinions.
- d. Contracts and Grants.
 Concerns legal actions related
 to goods or services under contract or grant to EPA: Records
 consist of complaints, summonses,
 briefs, motions, and correspondence related to the action.

Retention: Retain 10 years after completion or termination of case.

Disposition: Break file upon completion or termination of case. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy.

Retention: Retain 10 years after completion or termination of case.

Disposition: Break file upon completion of case. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy.

Retantion: Retain 10 years after completion or termination of case.

Disposition: Break file upon completion or termination of case. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy.

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RECORDS MANAGEMENT

6.

| Item | Name and Description of Record/File | Retention Period and Disposition |
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| R | e. Other. Contains documents per- taining to legal actions or court cases in which EPA is either the plaintiff or defendant. Documents and data relate to all facts of a case such as technical aspects, witnesses, publicity, preparation, and processing of legal papers (briefs, motions, depositions), internal and external correspond- ence relative to status and settle- ment, work papers, and notes, etc. | Retention: (a). Routine cases Retain 20 years after completion or termination of case. (b). Landmark cases. Permanent. (Cases designated by the EPA Administrator as landmark or precedent actions.) Disposition: Break file |
| 6. | Development and Enforcement of Air | upon completion or termination of case. Keep in office 1 additional year, then send to the Federal Records Center. Keep in FRC for 19 years, then offer to Archives. If offer is rejected by Archives, destroy routine cases. Of fer hand main |
| | and Water Standards by States. a. Air. Submission, progress, and status of clean air standards being enacted into law by States and Territories and submitted to EPA for review and approval. Records consist of letters requesting legal interpretations and opinions, copies of State acts or programs, regional office reviews and comments, and technical reviews. | Retention: Retain 12 years after completion of program. Disposition: Break file upon completion of program. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 11 years, then destroy. |

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Name and Description of Record/File

Retention Period and Disposition

b. Water.

(1) \Submission, progress, and status of clean water standards being enacted into law by States and Territories and submitted to EPA for review and approval. Records consist of letters requesting legal interpretations and opinions, copies of State acts or programs, regional office reviews and comments, and technical reviews. Letters to Governors approving action by States to clean was a water body, press releases, State publications on pollution control directions to industry, summaries of State action.

Retention Retain 12 years after completion of program.

Disposition: Break file upon completion of program. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 11 years, then destroy.

(2) Contains documents pertaining to the vaterways within and bordered by the States, the industries within the States, activities of the States relative to the permit program, development of State clean water acts and agencies to monitor and enforce them, cases referred by EPA to Justice for action. Retention: Permanent.

Disposition: Break at the completion of or change in State Permit Programs. Keep in office 2 additional years, then send to Federal Records Center. Keep in FRC for 15 years, then offer to National Archives.

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RECORDS CONTROL SCHEDULES

RECORDS MANAGEMENT

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Retention Period Name and Description of Record/File Item and Disposition Regulations. 7. Clean Air Act. File contains Retention: Retain 25 documents and data relating to years. the entire Act, sections of the Disposition: Break file Act, and interpretations and implementation of the Act. Such at the end of 20 years. data are presented in the form Keep in office 1 addiof memos, reports, newspaper and magazine articles, and correstional year, then send to Federal Records Center. Keep in FRC for pondence. Subjects consist of meetings and agenda for meetings 为 years, then destroy. (i.e., EPA and NAS), Notices of changes in sections of the Clean Air Act, Notices of Proposed Rule changes relating to the Act. b. Federal Water Pollution Retention: Retain 25 Control Act. File contains, xears. documents and data relating to the entire Act, sections of the Disposition: Break file at the end of 20 years. Act, and interpretations and implementation of the Act. Such Keep in office 1 additional year, then send to Federal Records Center. data are presented in the form of memos, reports newspaper and magazine articles and correspond-Keep in FRC for 5 years, ence. Subjects consist of meetthen destroy. ings and agenda for meetings (i.e., ÆPA and NAS), Notices of Proposed Rule changes relating to the Act.

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RECORDS MANAGEMENT

Retention Period Name and Description of Record/File Ttem and Disposition c. Federal Insecticide, Fungicide, Retention: Retain 25 and Rodenticide Act. File contains years. documents and data relating to the Disposition: / Break file entire Act, sections of the Act, and interpretations and implemenat the end of 20 years. tation of the Act. Such data are Keep in office 1 addipresented by the form of memos, tional year, then send reports, newspaper and magazine articles, and correspondence. to Federal Records Center. Keep in FRC Subjects consist of meetings and for 5 years, then agenda for meetings (i.e., EPA and destroy. NAS). Notices of changes in sections of the FIFRA, Notices of Proposed Rule changes relating to the Act. Refuse Act. (1) Contains documents relat-Retention: Permanent. ing to the development of the R Refuse Act Permit Program. Cover Disposition: Break file such things as the Bermit Applicaafter completion of tion Form and entry instructions, action or termination citizen assistange in program of program. Keep in enforcement, plan for computer office l additional processing, philosophy of permit year, then send to program, setting up conference Federal Records Center. Keep in FRC for 15 hearings, and developing standards. Correspondence and years, then offer to the National Archives. reports relative to the application and enforcement of the Refuse Act of 1899. Documents

> and data relate to complaints from States about pollution, response from offenders (polluters), notices of enforcement action, regional recommendations to file civil suit, checklist in

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RECORDS CONTROL SCHEDULES

RECORDS MANAGEMENT

Retention Period Name and Description of Record/File Item and Disposition 7. Regulations. (e) a. Clean Air Act. File contains Retention: Retain 25 documents and data relating to vears. the entire Act, sections of the Act, and interpretations and Disposition: Break Zile implementation of the Act. Such at the end of 20 years. data are presented in the form Keep in office Laddiof memos, reports, newspaper and tional year, then send to Federal Becords magazine articles, and correspondence. Subjects consist of Center. Keep in FRC for meetings and agenda for meetings 5 years then destroy. (i.e., EPA and NAS), Notices of changes in sections of the Clean Air Act, Notices of Proposed Rule changes relating to the Act. b. Federal Water Pollution Retention: Retain 25 Control Act. File contains years. documents and data relating to the entire Act, sections of the Disposition: Break file Act, and interpretations and At the end of 20 years. implementation of the Act. Such Keep in office 1 addidata are presented in the form of tional year, then send to memos, reports newspaper and Federal Records Center. magazine articles and correspond-Keep in FRC for 5 years, ence. Subjects consist of meetthen destroy. ings and agenda for meetings (i.e. EPA and NAS), Notices of Proposed Rule changes relating to the Act.

RECORDS CONTROL SCHEDULES

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| | Item | Name and Description of Record/File | Retention Period and Disposition |
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| 8, | 8. | Contract and Grant File. a. State. Contains documents pertaining to grants and contracts, grant and contract proposals, monitoring work on grants and contracts, statistical sampling techniques, mining and milling legislative program, international joint commission, fishery services, sea water quality criteria, industrial waste studies (by name of industry). Included are copies of State antipollution acts, guideline for obtaining grants, comments from Congressmen, review of proposed grants, copies of contracts and agreements, and requests for proposals, procurement requests and purchase orders. | Retention: Retain 10 years after completion or termination of con- tract or grant. Disposition: Break file upon the completion of contract or grant. Keep in office 1 addi- tional year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy. |
| | | b. Commercial and Institutional Contract and Grant File. Consists of contracts and grants proposed by or negotiated with commercial or industrial groups or institu- tions like colleges or hospitals. Records consist of proposals, contracts, reviews, comments, requests for proposals, procure- ment requests, purchase orders, and congressional inquiries. | Retention: Retain 10 years after completion of contract or grant. Disposition: Break file upon the completion of contract or grant. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy. |

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| Item | Name and Description of Record/File | Retention Period and Disposition | |
| 9. | Patent Developments and Interpretations. Consists of documents pertaining to patent rights on contracts and grants awarded by EPA. Documents consist of copies of the contracts and proposals, invitations to make proposals, disclosures of inventions, affidavits, patent statements, waivers, correspondence between contractors and EPA and within EPA developing the grounds for understanding licensing agreements. | Retention: Retain 15 years after completion or termination of con- tract or grant. Disposition: Break file upon the completion or termination of contract or grant. Keep in offic 3 additional years, then send to Federal Records Center. Keep in FRC for 12 years, then destroy. | |
| 0· 10. | Disclosure of Inventions made under Grants, Contracts, and by EPA employees. Consists of documents disclosing inventions made by contractors, grantees, and EPA employees. File consists of patent applications correspondence with patent office and inventors, power of attorney, invention disclosures, notices of reference citations, lists of foreign patents. | Retention: Retain 17 years after completion or termination of project or program. Disposition: Break file upon completion or termination of project or program. Keep in office 3 additional years, then send to Federal Records Center. Keep in FRC for 14 years, then destroy. | |

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| | Item | Name and Description of Record/File | Retention Period and Disposition |
| <i>//.</i> | 11. | Abatement Commitment Letters (ACL's). Request to and response | Retention: Retain 20 years after completion |
| | • | from industrial organizations and municipalities in regard to their programs and commitment to reduce pollution. Records also pertain to regional commitment programs. | of action. Disposition: Break file upon the completion of action. Keep in office 1 additional |
| | | | year, then send to Federal Records Center. Keep in FRC for 19 years, then destroy. |
| 12. | 12. | Legal Opinions. Contains documents directly relating to legal opinions issued by the Office of General Counsel. NOTE: Where legal opinions are not maintained separately they should be removed from the files in which they are maintained | Retention: Permanent. Disposition: After breaking file, remove and provide separate and secure maintenance in office. |
| | | before those files are sent to the Federal Records Center. | |
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RECORDS CONTROL SCHEDULES

RECORDS MANAGEMENT

ENFORCEMENT.

The records described below relate to the development of policy and program direction to Agency enforcement activities in the water, air, noise, radiation, pesticides, and solid waste program areas. Development of regulations, guidelines, criteria, procedures, and policy statements designed to bring about actions by individuals, private enterprises, and governmental bodies to improve the quality of the water, air, and land.

| | Item | Name and Description of Record/File | Retention Period |
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| 13. | 1. | Program Development | Retention: Permanent. |
| | P | a. Contains documents relating to major policy, program development and direction, and other records used in the management of the program. | Disposition. Break file at the end of 2 years. Keep in office 1 additional year, then send |
| | | t t | to Federal Records Center. Keep in FRC for 10 years, then offer to National Archives. |
| | | b. Contains documents relating to the management, operation, develop- | Retention: Retain 10 years. |
| | | ment, and guidance of specific pro- grams such as water quality, noise, radiation, etc. | Disposition. Break file at the end of 2 years. |
| | | | Keep in office 1 addi- tional year, then send to Federal Records Center |
| | | : " | Keep in FRC for 7 years, then destroy. |
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RECORDS MANAGEMENT

Retention Period Name and Description of Record/File Item and Disposition 14. 2. Job Applications - Attorneys. Retention: Retain 1 year Solicited and unsolicited applicaafter review and evaluation. tions for jobs as attorneys in EPA Records consist of letters request Disposition: Break file at ing lobs, resumes and photos, inthe end of 6 months / Keep terview notes and comments. in office 6 additional months. then destroy. Development and Enforcement of Air Retention: Retain 12 years 3. 15. and Water Standards by States. after completion of program. Air. Submission, progress, Disposition: Break file upon and status of clean air standards completion of program. Keep being enacted into law by States in office 1 additional year. and Territories and Submitted to then send to Federal Records EPA for review and approval. Center. Keep in FRC for 11 Records consist of letters request years, then destroy. ing legal interpretations and opinions, copies of State acts of programs, regional office reviews and comments, and technical reviews. b. Water. (1) Submission progress, and Retention: Retain 12 years status of clean water standards be after completion of program. ing enacted into Aaw by States and Territories and submitted to EPA Disposition: Break file upon for review and approval. Records completion of program. Keep consist of lexters requesting legal in office 1 additional year, interpretations and opinions, copies then sand to Federal Records of State acts or programs, regional Center. \ Keep in FRC for 11 office reviews and comments, and years, then destroy. technicaY reviews. Letters to Governors approving action by State to cleán up a water body, press releases, State publications on pol

lution control directions to industry, summaries of State action.

RECORDS CONTROL SCHEDULES

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| Item | Name and Description of Record/File | Retention Period and Disposition |
| p | (2) Contains documents per- taining to the waterways within and bordered by the States, the industries within the States, ac- tivities of the States relative to the Permit program, development of State clean water acts and agencies to monitor and enforce them, cases referred by EPA to Justice for | in office 2 additional years then send to Federal Records |
| 4. | Action. Regulations. | al Archives. Retention: Retain 25 years. |
| | a. Clean Air Act. File contains documents and data relating to the entire Act, sections of the Act, and interpretations and implementation of the Act. Such data are presented in the form of memos, reports, newspaper and magazine articles, and correspondence. Subjects consist of meetings and agenda for meetings (i.e., EPA and NAS), Notices of changes in sections of the Clean Air Act, Notices of Proposed Rule changes relating to the Act. | Disposition: Break file at the end of 20 years. Keep in office 1 additional year, |
| | b. Federal Water Pollution Control Act. File contains documents and data relating to the entire Act, sections of the Act, and interpretations and implementation of the Act. Such data are presented in the form of memos, reports, newspaper and magazine articles and correspondence. Subjects | Retention: Retain 25 years. Disposition: Break file at the end of 20 years. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 5 years, then destroy. |

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Retention Period Name and Description of Record/File Item and Disposition consist of meetings and agenda for meetings (i.e. EPA and NAS), Notices of changes in sections of the FWPCA, Notices of Proposed Rule changes relating to the Act. Federal Insecticide, Fungicide Retention: Retain 15 years. and Rodent cide Act. File contains documents and data relating Disposition: Break file at to the entire Act, sections of the the end of 20 years. Keep Act, and interpretations and imin office 1 additional year. then send to Federal Records plementation of the Act. Such data are presented in the form of Center. Keep in FRC for 5 memos, reports, newspaper and maga years then destroy. zine articles, and correspondence. Subjects consist of meetings and agenda for meetings (i.k., EPA and NAS), Notices of changes in sections of the FIFRA, Notices of Proposed Rule changes relating/to the Act. d. Refuse Act. (1) Contains documents rela-Retention: Permanent. ting to the development of the Refuse Act Permit Program, covers Disposition: Break file such things as the Permit Applicaafter completion of action tion Form and entry instructions, or termination of program. Keep in office 1 additional citizen assistance in program enyear, then send to Federal forcement, plan for computer proc-Records Center. Keep in FRC essing, philosophy of Permit profor 15 years, then offer to gram, setting up conference hearings, and developing standards. the National Archives. Correspondence and reports relative to the application and enforcement of the Refuse Act of 1899. Documents and data relate to complaints

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Retention Period Item Name and Description of Record/File and Disposition from States about pollution, response from offenders (polluters), notice of enforcement action, regional recommendations to file civil suit, checklists in support of abatement action, attempts to get offenders to file acceptable permits, 1 tigation reports, notices of legal action (to offender). (2) Contains documents pertain Retention: Retain 10 years ing to EPA attempts to restrict after completion of case. pollution through the use of the Refuse Act. Records in file con-Disposition: Break file sist of such items as: \Checklists upon completion of case. in support of water pollation Keep in office l additional actions, summary factsheets, sumyear, then send to Federal maries of action of review commit-Records Center. Keep in tees, notices of referral of cases FRC for 9 years, then deto Justice. stroy. e. Other. File contains documents Retention: Retain 25 years. and data relating to regulations not described above and interpretations Disposition: Break file at and implementation of the regulathe end of 20 years. Keep tions. Such data are presented in in office 1 additional year, then send to Federal Records the form of memos, reports; newspaper and magazine articles and Center. Keep in FRC for 5 correspondende. Subjects consist years,\then destroy. of meetings and agenda for meetings, Notices of proposed changes to the regulations.

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Name and Description of Record/File Item

Retention Period and Disposition

5. Contract and Grant File.

11.

State. Contains documents per-Retention: Retain 10 years taining to grants and contracts, grant and contract proposals, monition of contract of grant. toring work on grants and contracts, statistical sampling tech-Disposition: Break file niques, mining and milling. legis- upon the completion of conlative program. International Joint Commission, fishery services office 1 additional year, sea water quality criteria, industrial waste studies (by name of Center. Keep in FRC for 9 industry). Included are copies of years, then destroy. State antipollution acts, guidelines for obtaining grants, comments from Congressmen, review of proposed grants, copies of contracts and agreements, and requests for proposals, procurement requests, and purchase orders.

after completion or termina-

tract or grant. Keep in ther send to Federal Records

Commercial and Institutional Contract and Grant/File. Consists after completion or terminaof contracts and grants proposed by or negotiated with commercial or industrial groups or institutions such as colleges and hospitals the completion of contract or Records consist of proposals, con-grant. Keep in office 1 additracts, reviews, comments, request stional year, then send to for proposals, procurement requests, purchase orders, and congressional inquiries.

Retention: Retain 10 years tion of contract or grant.

Disposition: Break file upon Federal Records Center. Keep in FRC for 9 years, then destroy.

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RECORDS CONTROL SCHEDULES

| | Item | Name and Description of Record/File | Retention Period and Disposition |
|-----|------|--|--|
| 18. | 6. | Abatement Commitment Letters (ACL's). Requests to and responses from industrial organization and municipalities in regard to their programs and commitments to reduce pollution. Records also pertain to regional commitment programs. | Retention: Retain 20 years after completion of action. Disposition: Break file upon the completion of action. Keep in office 1 additional year then send to Federal Records Center. Keep in FRC for 19 years, then destroy. |
| 19. | 7. a | program, analysis of State laws, interim authorization, various pro- gram and authorities, statement from | Disposition: Break file upon completion of program. Keep in office 1 additional year, then send to Federal |

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Item Name and Description of Record/File Retention Period and Disposition

(2) Contains documents pertain Retention: ing to EPA's enforcement of industrial and municipal compliance with Disposition: Break fixe clean air regulations and standards upon the completion of ac-Documents include background study and surveillance reports, violation notices, prass releases, and compliance orders.

Water.

- (1) Contains documents pertaining to the interior program for controlling water pollutants. Documents and data relate to state. ment of program, analysis of State laws, interim authorization, vaxious programs and authorities, and statements from Attorney General.
- (2) Contains documents pertaining to EPA's enforcement of industrial and municipal compliance with clean water regulations and standards. Documents include background study and surveillance reports, violation notices, press releases, and compliance orders.

Permanent.

tion. Keep in office 3 additional years then send to Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.

Retention: Retain 20 years.

Disposition: Break file upon completion of the program. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 19 years, then destroy.

Retention: Permanent.

Disposition: Break file upon the completion of action. Keep in office 3 additional\vears, then send to Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives.

RECORDS CONTROL SCHEDULES

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Retention Period Name and Description of Record/File and Disposition Contains documents and Retention: Permanent. relative to the measurement of mercury in water, the effect of Disposition: Break file at R mercury on sea life and its effect the end of 4 years Keep in office 2 additional years. on consumers, controls to prevent then send to Federal Records polluting waters with mercury, and compliance by companies. Center. Keep An FRC for 15 years, then offer to the National Archives. (H) (Publications, textbooks, Destroy/or dispose of when and similar reference data) record material has been sent to EXC. d. Oil Spill. Action taken to Retention: make industrial and commercial organizations recognize and respond(a)Routine Cases. Retain 20 to their responsibility to clean up years after completion or and prevent oil spills. Records termination of case. consist of State and Federal invest igation reports, geographic area Wandmark Cases. Permanent. maps, reports and referral of oil cases designated by the EPA spill cases to the U.S./Attorney, Administrator as Landmark or notices to Coast Guard for hearingsprecedent actions.) on oil spills. Disposition: Break file upon the completion of action. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 19 years, they offer to the National Archives. offer-rejected by Archives, destroy routine cases of far Landmark cases To Archives Mobile. Contains documents Retention: Retain 20 years. pertaining to the control of emissions from automobile engines. Disposition: Break file upon Documents and data relate to completion of the program.

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RECORDS MANAGEMENT

Name and Description of Record/File Item

Retention Period and Disposition

statement of program, analysis of State laws, interim authorization, year, then send to Federal various programs and authorities. and statements from Attorney General.

Pesticides. Contains documentsRetention: Retain 5 years pertaining to the collection of pesticide samples, the laboratory analysis of the samples, the conformity of the packages and label- Disposition: Break file upon ing to standards and sample content completion of the case. Keep discovery of violations and enforcement of activities. contains such records as: sample collection reports, retailer's purchase orders for product shi ment from which samples were raken package labeling, lab analysis reports, case reviews, letters to manufacturers and charge sheets, and manufacturer's replace.

8. Conferences, Hearings, and Task Forces.

> Interstate Waters and Confer-File contains docuence File. ments pertaining to an interstate body of water, and a State and Federal effort to make or keep it clean. Documents and data contained in the file concern the administrative aspects of enforcement, the social and economic forces acting both for and against offer to the National Archives. cleanup, the development and application of rules for establishing/

Keep in office 1 additional Records Center. Keep in FRC

for 19 years, then destroy.

after complexion or termination of case.

in office 1 year, then send te Federal Records Center. Keep in FRC for 4 years, then destroy.

Retention: Permanent.

Disposition: Rreak file after the completion of conference and related compliance and legal action. Keek in office 1 additional year then send to Federal Records Center. Keep in FRC for 15 years, then

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Retention Period Item Name and Description of Record/File and Disposition maintaining clean water conditions. and the monitoring and testing of the water. Each water body section is divided into 8 garts which contain the following types: (1) Administrative (Monthly progress reports, requests for tech nical assistance by State agencies. conference arrangements, budget for project, hearing arrangements); (2) Compliance Annual and semiannual conference summary reports, Region checklist, 180 Day Violation Notice, report of expenditures in compliance actions); (3) Correspondence (Congressional, public and agency, announce ments for meetings, invitations transcript corrections); (4) Legal/(Agenda for conference, interagency agreements, affidavits, conference invitations and acknowledgements, summary reports; (5) / Legislation (Report of Steering Committees on Sanitary Control Act, draft of proposed State and Federal Legislation); (6) Litigation (State and Federal court actions and opinions and decisions);

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|------|--|---|
| Item | Name and Description of Record/File | Retention Period and Disposition |
| | (7) Newsclippings (Clips from newspapers concerning conference); and | |
| | (8) Reports (Such subjects as river damage water pollution control). | \$ |
| P | b. Conference Transcripts - Water Complete verbatim record of confer- | |
| | ence including charts, pictures, reports, and other exhibits. | Disposition: Break file after the completion of conference and related compliance and legal action. Keep in office 1 additional year then send |
| | | to Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives. Destroy duplicates when record copy sent to FRC. |
| p | c. Conference Proceedings - Printed and bound copies of narrative reports relating the proceedings | Retention: Permanent. Disposition: Break File after |
| ` | of each conference. Contain some exhibits. | the completion of conference and related compliance and legal action. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 15 years, then |
| | | offer to the National Archives Destroy duplicates when record copy sent to FRC. |
| Y | d. Conference Summary Reports - Water. Summary writeup of each conference. | Retention: Permanent. Disposition: Break file after |
| | | the completion of conference |
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RECORDS MANAGEMENT

Retention Period Name and Description of Record/File Item and Disposition and related compliance and legal action. Keep in office 1 additional year, then send to Federal Record Center. Keep in FRC for 15 years, then offer to the National Archives. Destroy duplicates when record copy sent to the Archives. e. Model 1975 and 1976 Automotive Retention: Permanent. Emission Herrings \ 1975 Hydrocarbons and 1976 Nitrogen Oxide. Con-Disposition: Keep in office tains documents and data relating fox 5 years. After comple-R tion of edit and assemply, to case made by major automobile manufacturers for a suspension of then send to Federal Records requirements to meet EPA emission Center. Keep in FRC for 15 standards established for 1975/and years, then offer to the 1976 model cars. Documents onsistNational Archives. mainly of hearing transcripts. depositions, and exhibits b) Destroy all duplicate copies 1 year after originals sent to FRC. Conference Records - Abatement Retention: Permanent. Actions. Contains documents pertaining to the development, arrange Disposition: Break file at ment, and conduct of air pollution the completion of confer-8 conferences in multistate areas. ence and related compliance and legal action. Keep in Documents relate to recommendations made and actions taken by office 1 additional year, then conferences. Documents maintained send to Federal Records in docket/folders which contain Keep in FRC for 15 Center. correspondence, historical logs, years, then affer to Archives. newspaper clippings, hearing transcripts, photos and films.

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| Item | Name and Description of Record/File | Retention Period and Disposition |
|------|---|---|
| ψ | g. Conference Technical Reports - Stationary Sources. Reports is- sued prior to conference. Re- ports cover the history of prob- lem, description of area, descrip- tion of industrial units in area and an assessment of the pollu- tion problem. | Retention: Permanent. Disposition: Break file upon the completion of Conference Report. File two copies with appropriate Conference Records. Destroy extra copies after sending Conference Records to Federal Records Center. |
| R | h. Conference Recommendations - Stationary Sources. Rindings and recommendations developed by the National Air Pollution Control Administration. | Retention: Permanent. Disposition: Break file upon the completion of Conference Recommendations. File two copies with appropriate Conference Records. Destroy extra copies after sending Conference Records to Federal Records Center. |
| | i. Enforcement Conferences. Contains documents pertaining to Conferences with States, industrial, and citizen groups for the purpose of getting municipalities and industries to reduce pollution. Records consist of press releases, news clippings drafts of proceedings, status reports, and correspondence. | after completion of conference. Disposition: Break file at the end of conference. Keep in office 1 additional year, |

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Item Name and Description of Record/File

Retention Period and Disposition

j. Hughes Task Force. Contains documents pertaining to the work of the task force set-up to study the impact of pending and proposed Disposition: Break file at legislation (1972). Documents and the end of 1973. Keep in data relate to implementation of Water Bill, staff statistics (requirements), House Bill, issue papers, Strategy papers.

Retention: Retain 20 years, after completion of conference.

office 1 additional year, then send to Federal Records Center. Keep in FRC for 19, years, then destroy.

9. Permit Program. Retention: Permanent.

State Permit Program. Contains documents pertaining to the completion or change in Permit interim and final permit program, for States. Records consist of copies of State clean water laws EPA authorization to issue permits, memos of understanding.

Disposition: Break file after Program. Keep in office 1 additional year, then send to Federal Records Center. Keep at FRC for 15 years then offer to National Archives.

b. Early Permit Program. Contains records relating to basic standards and guidelines sent out Disposition: Break file at for comment, data systems (computer) for permit program, drafts of permit application form.

Retantion: Retain 20 years

the end of 1973. Keep in office 1 additional year, then send to Federal Records Center. Keep in FRC for 19 years, then destroy.

Technical Program - Studies and Grants. Contains documents pertaining to the Permit Program and related activities. Documents and data related to effluent limitation guidance, development of industrial guidelines, energy crisis fish forms.

Retention: Retain 10 years

Disposition: Break file at the end of 2 years \ Keep in office for 1 additional year, then send to Federal\Records Center. Keep in FRC for 7 vears. then destroy.

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Retention Period Name and Description of Record/File and Disposition hazardous substances, meetings with State and industrial leaders, legislative evaluations, standards, ocean domping, water strategy, state implementation. Documents pertaining primarily to technical aspects of the Water Quality Program. Documents and data relate to such items as effluent limitation guidance for RAPP by industry state progress with program, contracts for industrial waste studies river basin studies, computer printout of major discharges of effluents. 10. 180 Day Notice File - Water. Retention: Permanent. a. Official. Contains data rela- Disposition: (a) Break file after tive to action initiated against the completion of action. a pollutor. Pollutor given 180 Keep in office 1 additional days to develop program to correct year, then send to Federal pollution causing conditions. Con-Records Center. Keep in FRC tains such records ag: request to for 15 years, then offer to Corps of Engineers to reevaluate the National Archives. companies permits to discharge (/ Destroy all duplicates when V effluents, letters from city record copy sent to Records officials and Anterested citizens Center. (complaints) hearings and fact finding reports, memos to Administrator for issue of 180 Day Notices news releases and clippings, transcripts/of informal hearings conducted by EPA under Sec., 10(c)(5) of the Federal Water Pollution Act. File also contains affidavits of service, EPA opening statements and summary of hearings.

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| Item | Name and Description of Record/Fil | e Retention Period and Disposition |
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| • | b. Other (Water Reference File). Contains data on notices issued to organizations (industrial and city) regarding water pollution. Organization given 180 days to develop and present plan for halting or reducing pollution. Records consist of background data on offense and offenders, notices to take corrective action, reports on plan and status of implementation. | year, then send to Federal Records Center. Keep in FRC for 9 years, then destroy. |
| 11. | Summary Report on the Quality of Interstate Waters. Nile contains descriptive data relating to an interstate river or body of water Data contained in a report called "The Summary Report on the Quality of Interstate Waters." Report deals with the rivers location and flow, sources of pollution, adequacy of treatment, nature of delays in abatement, action of agencies, schedule for proposed action. Folders also contain correspondence relating to the reports. | |
| 12. | Emission Control Program. Contains documents pertaining to the development, application, and suspension of guidelines and rules for better controlling the emissions from automobile engines. File contains documents and data relating to: ADVISORY CIRCULARS | Retention: Retain 10 years. Disposition: Break file at the end of 2 years. Keep in office 1 additional year, the send to Federal Records Center Keep in FRC for 7 years, ther destroy. |

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APPENDIX B

RECORDS CONTROL SCHEDULES

RECORDS MANAGEMENT

Item Name and Description of Record/File

Retention Period and Disposition

(proposed EPA engine configuration requirements, application format for heavy duty engine certification, duration of conformity certification) --- FORD FLAP MAINTE-NANCE VC 6 (vehicles transported under limited certificate, Ford's withdrawal of 1973 application for certification, request for full certification reply to Justice) --FORD COMPANY CV 7 (Ford disclosure of unauthorized maintenance, complaint for injunction and monetary relief) --- SUSPENSION QUIDELINES (procedure for suspension of guidelines, manufacturer's\request for public hearing, response to requests to make statement at public hearing, court order, treatment of confidential information). Documents pertaining to the design and operation of programs for mobile units that are in production or are planned for production. File contains documents and data relating to: LABORATORY TEST AND ANALYSIS (emissions -- gas content, evaluations and comments) -- DEFECT DEVICES (polycy relative to devices used to circumvent EPA regulations, violations and penalty) - GENERAL AND CONTROLLED CORRESPONDENCE -- HIGH ALTITUDE EMIS\$10N (reports and discussions regarding change in standards and regulations) -- SUSPENSION GUIDE-LINES -- COMPANY DATA (background

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Name and Description of Record/File

Retention Period and Disposition

data on various auto and engine manufacturing companies). Contains documents pertaining to parts and alterations to vehicles or motors already in use. File contains documents and data relating to: \ADVISORY CIRCULARS (data on antitrust actions) --CLIPPINGS (ways to prevent air pollution -- STANDARDS AND TEST PROCEDURES (California exhaust emission tests) -- CITIZEN CORRE-SPONDENCE (Federal Register, should exemption be made because of high altitude, environmental policy) -- RECALL INVEST GATIONS (recall of auto by manufacturer for repair or alteration, GN plan) -- STATE INSPECTION SX STEMS -- REGIONS (delegation of authority, role of region in enforcement, organization.

Fuels and Lead Regulations and Noise Pollution File. Contains documents pertaining to rule making for fuels. Documents and data relate to: FUEL REGIS-TRATION /- LEAD REGULATION (lead regulations and National ResourcesKeep in FRC for 7 years, then Defense Council, test, health effect, methods, hearings) ---FVELS (waste oil report, speech at gas tax conference, additive, composition, state inspection program, small refiners) -- WIT-NESSES (waiting to testify, list of witnesses). Documents pertain ing to the development and

Retain 10 years.

Disposition: Break file at the end of 2 years. Keep in office \1 additional year, then send to Federal Records Center. destroy.

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APPENDIX B

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Retention Period Name and Description of Record/File and Disposition application or regulations and standards governing vehicles and enginas imported for sale/use. Documents relate to: PENDING IMPORT ADMISSIONS --- CUSTOMS RULINGS -- IMPORT DATA SYSTEM --IMPORT EXEMPTION POLICY --- IMPORT MODIFICATIONS AND APPROVALS ---GREY MARKETERS -- OPERATION AND APPROVAL OF TEST VEHICLES ---EXEMPTIONS AND WAIVERS. Contains documents pertaining to noise abatement for land vehicles and aircraft, and data on\aircraft pollution. Records and data relate to: NOISE (Motor carrier noise analysis, aircraft hoise reduction technology, program planning, low noise emission products, railroad noises) -- POLLU-TION-AIRCRAFT (proposed regula tions, FAA enforcement regulation California standards, working regulations group. b. Import Declaration - Motor Retention: Retain 12 months. Vehicles. File made up primarily of completed copies of the form, Disposition: Break file at "Importation of Motor Vehicles end of month. Keep in office and Motor Wehicle Engines subject 12 additional months, then to Federal Vehicle Pollution destroy. Control Regulations (EPA Form 3520-10". Occassionally a Declaration of Conformity and copy of HEW Regulation are attached to the EPA form. The EPA form 3520-1 serves as the

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Retention Period Item Name and Description of Record/File and Disposition source document for the automated processing of motor vehicle import data. c. Code Sheets for Import Decla- Retention: Retain 12 months. ration - Moses Code Sheets". File made up of the "MOSES" Code Break file at Disposition: Sheet-EPA Hq. Form 1780-3) which end of month. Keep in office is used to make the coded data 12 additional months, then entries from the EPA Form 3520-1. destroy. Imported Vehicle Identifica-Retention: Retain 12 months. tion Numbers. Listings of imported vehicle and engine numbers Disposition: Break file at end of month. Keep in office supplied by foreign manufacturers or U.S. distributors. 12/additional months, then destroy. Imported Vehicle Conformity Retention: Retain 4 years. Certification. Letters, affi davits, and invoices describing Disposition: Break file at modifications to vehicle/exgine, the end of 2 years. Keep in office 2 additional years, and certifying conformity of EPA standards. Agreement to export then destroy. for resale or cancellation of order because of inability to make modifications