REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-088-07-1
DATE RECEIVED	June 6, 2007

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

1 FROM (Agency or establishment)	
Department of Health and Human Services	
2 MAJOR SUBDIVISION	
Food and Drug Administration (FDA)	
3 MINOR SUBDIVISION	
National Center for Toxicological Research (NCTR)	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Seung Ja Sinatra	(301) 827-4274

DATE	ARCHIVIST OF THE UNITED STATES
7/30/08	

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☑ is not required; ☐ is attached, or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
05/31/2007		HHS Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Unless specifically stated otherwise in the description or the retention, all items are media-neutral and apply to paper, electronic, microform, or other media in which records may exist NCTR Program Records see attached Seung Ja Sinatra - FDA Records Officer — Date: 5/11/07 Ann Wion - FDA Deputy Chief Counsel — Date: 5/14/07 The transfer/accession instructions for the permanent items on this schedule apply only to paper or hardcopy files. When the FDA changes the record version from paper to electronic and establishes an electronic recordkeeping system, NARA and the FDA will develop appropriate transfer instructions to cover the electronic records.		

115-109 NSN 7540-00-634-4604 **STANDARD FORM 115** (REV 3-91) (CDC Adobe Acrobat 5 0 Electronic Version, 8/2001)
PREVIOUS EDITION NOT USABLE Prescribed by NARA
36 CFR 1228

8/14/08 Copies Sent to Agency NWMD, NWME, NR NWCT-2P, Smolowitz NRE

Created by Electronic Document Services/USDHHS (301) 443-2454

EF

National Center for Toxicological Research (NCTR) Records

File Code Prefix = NCTR

Item No.	File Code	Description and Authorized Disposition	NARA Approved Citation
1	**1000**	**NCTR Program Management.** Includes records documenting the planning, policies and priorities of NCTR's research programs. For disposition of the records related to Science Advisory Board (SAB), see authorized disposition under agency-wide schedule for Advisory Committee Records. For disposition of general publications such as newsletters, see disposition authorized under appropriate agency-wide schedules.	
1.1	1100	NCTR Program Planning and Policy Records. Final documentation resulting from or influencing, substantial policy or procedural changes to NCTR's program Records include: decision-making memoranda, final working group reports, compliance policies, SOPs, action items and strategic planning and priorities of NCTR's research programs. The official version media is paper. **Disposition: PERMANENT**. Cut off end of the fiscal year in which submitted to FDA Headquarters. Transfer to NARA 30 years after cutoff.	NEW
1.2	1200	Background Planning and Policy Documents. Background information which is complied, audited, or evaluated and used by the planning staff prior to the center's strategic planning meeting. It serves as reference and guidance materials during planning exercises and therefore may need to be periodically retrieved. **Disposition: TEMPORARY**. Cut off at end of the fiscal year in which submitted to FDA Headquarters. Delete/Destroy 10 years after cutoff.	NEW
1 3	1300	Annual Research Accomplishments and Plans. Includes compendium of NCTR research endeavors. Records date back to 1980. The official version media is paper.	Supersedes NC1-88-78-1 HFT-22 & in Part HFT-23

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		Disposition: PERMANENT. Cut off end of the fiscal year in which submitted to FDA Headquarters. Transfer to NARA 30 years after cut off.	
1.4	1400	Supporting Documentation: Planning, Policy and Accomplishments. Background materials used to produce final planning and policy documents, research accomplishment reports and other related supporting materials. **Disposition: TEMPORARY**. Cut off end of the fiscal year in which submitted to FDA Headquarters. Delete/Destroy 2 years after cutoff.	Supersedes NC1-88-78-1 in Part HFT-23
2	**2000**	**NCTR Research Records**	
2.1	2100	Technical Reports and Manuscripts/Publications. Final technical reports on research findings and results of various experiments with key supporting data in summary form such as assays, observations, methodology, etc , and in certain cases with conclusions and recommendations. Also includes research manuscripts that were written from final research. Technical Reports and have been published in professional journals. GLP (Good Laboratory Practice) final Technical Reports are maintained in GLP archives consistent with 21 CFR 58.190-195 and non-GLP final Technical Reports are maintained in Non-GLP archives. GCP (Good Clinical Practice) final Technical Reports are maintained in GCP archives consistent with 21 CFR 58.190-195 and non-GCP final Technical Reports are maintained in Non-GCP archives. GMP (Good Manufacturing Practice) final Technical Reports are maintained in GMP archives consistent with 21 CFR 58.190-195 and non-GMP final Technical Reports are maintained in Non-GMP archives. This disposition instruction is not media neutral. Publications are maintained in paper. **Disposition: PERMANENT**. Cut off at the end of the fiscal year in which publication is issued. Transfer to NARA in 5 year blocks 20 years after cutoff of most recent records in the block.	Supersedes NC1-88-1 HFT -21

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2.2	2200	Study protocols: GLP and Non-GLP, GCP and Non-GCP and GMP and Non-GMP Studies. Includes study protocols that define a research study title and purpose, the test article being studied, the sponsor, the testing facility and other critically important information such as methodology, resources needed and expected results. Also includes protocol amendments. Records date back to early 1970s. Protocol information is tracked in the Research Management Information System (RMIS).	
2.2.1	2210	Approved Protocols: GLP Studies. **Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office of Research then transfer to the NCTR archive. Destroy 15 years after cutoff.	Supersedes NC1-88-1 HFT -1
2.2.2	2220	Approved Protocols: Non-GLP Studies. **Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office of Research then transfer to the NCTR archive. Destroy 10 years after cutoff.	Supersedes NC1-88-1 HFT -1
2 2.3	2230	Unapproved Protocols Includes all unapproved protocols for GLP, GCP, GMP, and Non-GLP, Non-GCP, and Non-GMP studies. **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which the protocol is rejected. Destroy 5 years after cutoff.	Supersedes NC1-88-1 HFT -1
2.2.4	2240	Approved Protocols: GCP Studies. **Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office of Research then transfer to the NCTR archive. Destroy 15 years after cutoff.	NEW

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2.2.5	2250	Approved Protocols: Non-GCP Studies. **Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office of Research then transfer to the NCTR archive. Destroy 10 years after cutoff.	NEW
2 2.6	2260	Approved GMP Protocols. **Disposition: TEMPORARY** Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office of Research then transfer to the NCTR archive. Destroy 15 years after cutoff.	NEW
2 2.7	2270	Approved Protocols – Non-GMP Studies. **Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office of Research then transfer to the NCTR archive. Destroy 10 years after cutoff.	NEW
2 3	2300	Microbiological or Chemical Surveillance Data. Results from tests for pathogens or contaminants in animal and/or environmental samples. Information entered into the Lab Information Management System (LIMS), a module within the Research Support Information System (RSIS). **Disposition: TEMPORARY**. Cut off at end of the fiscal year in which tests were run and results entered into LIMS and transfer to the NCTR archive. Destroy when data are no longer required to support GLP or non-GLP protocols or 15 years after cut off, whichever is later.	Supersedes N1-88-78-1 HFT-2
2 4	2400	Experimental and Statistical Data. Records of basic experimental and statistical data collected or developed for each research project Any or all of the following are included: logs, laboratory notebooks, cards, forms, or other media on which observations and data are recorded, questionnaires, examinations, or laboratory tests, including machine readings, records created in processing	

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		and analyzing data related to or resulting from the project, including indexes, charts, graphs, computer outputs in paper or microfilm form, tabulations, diagrams or drawings, etc., and intermediate compilations or analyses and progress reports with feeder reports and back ground material. Some data are maintained in the Research Support Information System (RSIS).	
2.4.1	2410	GLP Experiments **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Destroy 15 years after cutoff.	Supersedes NC 1-88-78-1 HFT-3
2.4.2	2420	Non-GLP Experiments. **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Destroy 10 years after cutoff.	Supersedes NC 1-88-78-1 HFT-3
2.4.3	2430	GCP Experiments. **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Destroy 15 years after cutoff.	NEW
2.4.4	2440	Non-GCP Experiments. **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Destroy 10 years after cutoff.	NEW
2.4.5	2450	GMP Experiments. **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Destroy 15 years after cutoff.	NEW
2.4 6	2460	Non-GMP Experiments.	NEW

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		Disposition: TEMPORARY Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Destroy 10 years after cutoff.	
2.5	2500	~~Tissues, Slides, and Blocks.~~ ~~Glass slides and paraffin blocks containing organs of sacrificed animals used for microscopic examination and research purposes~~	~~Supersedes, NC1-88-78-1 HFT-8~~
		~~**Disposition: TEMPORARY**. Cut off after experiment is completed at end of the fiscal year and transfer to NCTR GLP, GCP, GMP or non-GLP, GCP, CMP archive under environmentally-controlled conditions. Destroy when data are no longer required to support GLP, GCP, GMP or non-GLP, GCP, GMP protocols, or 15 years after cutoff, whichever is later.~~	Non-Record
3	**3000**	**Research Support Information System (RSIS).** RSIS maintains *in vivo*, *in vitro*, and *in silico* experimental data. It captures, stores, and provides access to animal data such as weights, food/water consumption and clinical observations; data such as compound, treatment group and route of administration; and data about the environment in which the experiment takes place such as cage conditions and placements. RSIS became operational in 1995.	
3.1	3100	~~RSIS Input Records.~~ ~~In addition to protocol data (initial input) and research data input as research activities occur, data are collected and input directly through a unidirectional feed via devices such as spectrophotometer, Gene Array and other analytic devices.~~	No records actually created, this is direct input
		~~**Disposition: TEMPORARY**. Destroy/Delete when data are no longer required to support GLP or non-GLP protocols. If input data is part of other record series, apply disposition authorized for that series.~~	
3 2	3200	RSIS Database Records. Includes data fields supporting various modules such as Breeding Information, Study Definition, Allocation, MultiGen, Gross Pathology, Micro Pathology, Clinical Pathology, MultiSpecies Behavioral, Diet/Formulation Preparation, Vaginal Cytology, Environmental Monitoring, Microbiology LIMS and Chemistry LIMS.	

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3.2.1	3210	GLP Experimental Studies **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Delete 15 years after cutoff.	Supersedes NC1-88-78-1 HFT 4-7, HFT 10-20
3 2.2	3220	Non-GLP Experimental Studies. **Disposition: TEMPORARY** Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Delete 10 years after cutoff.	Supersedes NC1-88-78-1 HFT 4-7, HFT 10-20
3 2.3	3230	GCP Experimental Studies. **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Delete 15 years after cutoff.	NEW
3 2.4	3240	Non-GCP Experimental Studies. **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Delete 10 years after cutoff.	NEW
3.2.5	3250	GMP Experimental Studies. **Disposition: TEMPORARY** Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then transfer to the NCTR archive. Delete 15 years after cutoff	NEW
3 2 6	3260	Non-GMP Experimental Studies **Disposition: TEMPORARY**. Cut off at the end of the fiscal year in which each protocol is completed and technical report is signed by the Study Director and/or Director, Office Research then	NEW

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		transfer to the NCTR archive. Delete 10 years after cutoff.	
3 3	3300	~~RSIS Output Records.~~ ~~Output reports are produced a module level and are used for analyses and scientific papers. Includes periodic reports and ad-hoc reports generated as needed.~~ ~~**Disposition: TEMPORARY**~~ ~~Delete/Destroy when superseded or obsolete, or when no longer needed for scientific research, administrative, legal, audit or reference purposes, whichever is the latest. If reports become part of other records series, apply disposition authorized for that series.~~	GRS 20 Items 4, 5, 6, 7 and 12, 11c
3 4	3400	~~RSIS System Documentation.~~ ~~Includes user guides for GLP, GCP, GMP research and documentation unique to each module.~~ ~~**Disposition: TEMPORARY**.~~ ~~Destroy/delete when superseded or obsolete, or upon authorized deletion of related master file or database, or upon the destruction of the output if the output is needed to project legal rights whichever is latest~~	GRS 20 Item 11a
4	**4000**	**Research Management Information System (RMIS)**. RMIS provides essential tools for gathering data and for providing necessary decision support mechanisms used to allocate and monitor available resources to new and/or ongoing research efforts according to the activity based cost regimen. Also used to track the status and completion of required research work products. RMIS became operational in 1995.	
4 1	4100	~~RMIS Input Records.~~ ~~Data elements are input into a table and entered by authorized users designed for each module supported by RMS.~~ ~~**Disposition: TEMPORARY**.~~ ~~Delete/Destroy when no longer needed for input or verification purposes or 15 years after input into the system whichever is shortest. If input data is part of other series, apply disposition authorization for that series.~~	No records actually created, this is direct input
4 2	4200	RMIS Database Records: Research Cost Data. Includes data which support protocol resource costing, labor hours, equipment and supplies collected as research and research	NEW

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		support activities. **Disposition: TEMPORARY.** Delete when no longer needed for activity based cost element development or 15 years after experiment is completed whichever is shortest.	
4.3	4300	Other RMIS Database Records. Includes data fields supporting various applications such as project planning, protocol tracking, pathology tracking for animal utilization and animal dietary requirements, laboratory and environmentally controlled area usage, employee and contractor tasks and approvals, procurement tracking, document tracking, personnel data and other related information. **Disposition: TEMPORARY.** Apply disposition authorized under relevant subject records series for information in data fields If data is used to support other projects or modules within RMIS, delete after the completion of the project or the deletion of this module or 15 years after experiment is completed whichever is shortest	NEW
4.4	4400	~~RMIS Output Records.~~ ~~Includes status reports, ad-hoc reports or tracking records produced at an application level. Also includes data extracted in support of activity based costing efforts.~~ ~~**Disposition: TEMPORARY.**~~ ~~Delete/Destroy when superseded or obsolete, or when no longer needed for research, administrative, legal, audit or reference purposes, whichever is the latest, but no longer than 15 years after experiment is completed. If reports become part of other records series, apply disposition authorized for that series.~~	GRS 20 Items 4, 5, 6, 7 and 12, 16
4.5	4500	~~RMIS System documentation~~ ~~**Disposition: TEMPORARY**~~ ~~Destroy/delete when superseded or obsolete, or upon authorized deletion of related master file or database, or upon the destruction of the output if the output is needed to project legal rights whichever is latest.~~	GRS 20 Item 11a
5	**5000**	**NCTR Occupational Safety and Health Databases.** Used to demonstrate compliance with applicable occupational	

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		safety and health regulations as promulgated by the U.S. Department of Labor Occupational Safety and health Administration (OSHA) and to provide information required by the FD/NTEU Collective Bargaining Agreement Records are maintained in the following databases, but not limited to: Chemical Hazard Database: monitors chemical exposure data: Laboratory Safety Inspection Databases: maintains laboratory safety inspection records and Employee Hazard Tracking System: tracks employee hazard reports.	
5 1	5100	~~Input Records.~~ ~~Records are directly input by each "monitored" employee or authorized employees without creating an input file.~~ ~~**Disposition: TEMPORARY.**~~ ~~Destroy after information is input and verified as correct into the database.~~	No records actually created, this is direct input
5.2	5200	Chemical Hazard Database Records. Data entered annually be each employee as part of their annual health physical examination, includes information on chemical to which employees were potentially exposed during the previous calendar year. Records are used to demonstrate compliance with OSHA's laboratory Safety Standard. **Disposition: TEMPORARY.** Cut off after the termination of employment Consistent with OSHA requirements, Delete/Destroy 30 years after cut off	NEW
5 3	5300	Laboratory Safety Inspection Database Records. Includes laboratory safety inspection results entered by the lab inspector to demonstrate compliance with OSHA's Laboratory Safety Standard **Disposition: TEMPORARY.** Cut off after inspection results are entered. Delete/Destroy 5 years after cutoff, consistent with OSHA requirements.	Supersedes NC1-88-78-1 HFT-9& 10
5.4	5400	~~Employee Hazard Tracking Data Files.~~ ~~Include employee reports of any occupational, environmental, radiation, or other hazards that are reported to the NCTR Environmental Health and Program Assurance Staff (EHPAS), corrective actions taken, reports provided to NTEU representatives within 3 days of the report and other related records~~	GRS 1 Item 34

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		~~**Disposition: TEMPORARY** Cut off at end of the fiscal year. Delete/Destroy 5 years after cut off.~~	
5 5	5500	~~Output Records. Includes ad hoc end user reports.~~ ~~**Disposition: TEMPORARY**.~~ ~~Delete/Destroy when no longer needed for administrative, legal, audit or other operational purposes or 5 years after created which ever is shortest. If reports become part of other records series, apply disposition authorized for that series~~	~~Supersedes NC1-88-78-1 HFT-9& 10~~ GRS 20, Items 4, 5, 6, 7, and 12,ıa
5.6	5600	~~System Documentation.~~ ~~**Disposition: TEMPORARY**~~ ~~Destroy/delete when superseded or obsolete, or upon authorized deletion of related master file or database, or upon the destruction of the output if the output is needed to project legal rights.~~	GRS 20, Item 11a
6	**6000**	**Radiation Safety Program Records.** Includes radiation safety related records associated with NCTR's U.S. Nuclear Regulatory Commission (NRC) By-Product Material License.	
6 1	6100	NRC By-Product Material License Records Includes correspondence with the NRC regarding the NCTR's By-Product Material (radioactive materials) license. Records include requests for license renewal, license, response to NRC inspections or inquiries and other related materials. Records are maintained by the NCTR Radiation Safety Office. **Disposition: TEMPORARY**. Consistent with NRC regulations, destroy/delete upon the termination of the license.	NEW
6.2	6200	Radioactive Material Inventory and Radiation Survey Records. Includes receipt and inventory tracking records of all licensed radioactive materials. Also includes reports of radiation surveys and calibration provided to "Authorized Users" associated with the surveyed Use Area and used for inspection by the NRC **Disposition: TEMPORARY**. Cut off after data is logged into the system or upon the generation of data reports Consistent with NRC regulations, Delete/Destroy 3 years after cut off.	NEW

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6 3	6300	Radioactive Materials and Radiation Management Records. Includes campus-wide semi-annual inventory reports on radioactive materials and periodic reports submitted to NCTR management on inventory levels; annual reports on radiation collected from radiation dosimetry provided to each 'monitored' employee, and annual program review reports on radioactive waste disposal and effluent monitoring records, such as sewer disposal accounts, on-site incineration logs, off-site shipment records to a permitted disposal site and effluent monitoring results, associated with licensed radioactive materials maintained by NRC licensees consistent with NRC regulations. **Disposition: TEMPORARY**. Cut of upon termination of the license. Destroy/delete 3 years after cut 0ff	NEW
6.4	6400	Radiation Safety Training Program Records. Includes employee safety training summary activities associated with annual program reviews that are available for NRC representatives in the event of audit/site visit. **Disposition: TEMPORARY**. Cut off individual employee records upon the departure of the employee. Delete/Destroy 3 years after cut off	NEW
6.5	6500	Radiation Safety Database (RSD). Provides information on calibration of instruments used for conducting routine audits or surveys of all radioactive materials use areas, dosimetry monitoring data and radiation safety training information. RSD became operational in 2001.	
6.5.1	6510	~~Radiation Dosimetry, Radiation Calibration and Training Records: RSD Input Records.~~ ~~The NCTR is required by NRC regulations to maintain records of all personnel dosimetry measurements (external and internal exposures). These include employees that are occupationally exposed to radiation as well as potential exposures to members of the public.~~ ~~External data are input from off-site analysis of external monitoring devices and internal monitoring data are input from analytical data provided by EHPAS personnel. Laboratory contamination data (use area surveys) are input from swab samples collected and analyzed for radioactivity.~~	GRS 20- item 3a

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		~~Radiation safety training and experience data are input from the records provided by employees. In accordance with NRC regulations, only trained employees may purchase, store and use licensed radioactive materials, and initial (either at NCTR or at other institutions) and annual refresher training records must be maintained.~~ ~~**Disposition: TEMPORARY**.~~ ~~Consistent with NRC regulations, Delete/Destroy upon the termination of the license. If original copies used as input are not required to be maintained by GLP, GCP, GMP standards, Delete/Destroy after input data has been verified for accuracy.~~	
6.5.2	6520	RSD Database Records. Laboratory contamination survey data include survey date, laboratory number, results of swab samples and related data; internal exposure measurements data include analytical data from bioassay measurements; external monitoring data include information on measurements for radioisotope workers. Radiation safety training and experience data include personal information, dates, and locations(s) of previous training or experience. It provides lists of approved radioactive isotope users and information on radioisotope user training activities. **Disposition: TEMPORARY**. Cut of upon termination of the license. Destroy/delete 3 years after cut 0ff.	NEW
6.5 3	6530	~~RSD Output Records.~~ ~~Includes ad-hoc end user reports generated as needed~~ ~~**Disposition: TEMPORARY**. Destroy/delete when no longer needed for research, administrative, legal, audit or reference purposes. If reports become part of other record series, apply disposition authorized for that series.~~	GRS 20 Items 4, 5, 6, 7 and 12 , 16
6 5.4	6450	~~System Documentation.~~ ~~**Disposition: TEMPORARY**.~~ ~~Destroy/delete when superseded or obsolete, or upon authorized deletion of related master file or database or upon the destruction of the output if the output is needed to project legal rights.~~	GRS 20 Item 11a

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7	7000	**Environmental Compliance Records.** Includes environmental monitoring data, waste generation and disposal data, emergency planning notifications and inventories, and routine inspection logs. Used to demonstrate compliance with applicable environmental regulations and/or permit conditions promulgated by the U.S. Environmental Protection Agency (EPA), the Arkansas Department of Environmental Quality (ABEQ), and the Arkansas Department of Health (ADH).	
7.1	7100	Air Pollution Control Records. Includes incinerator feed rate logs, incinerator temperature logs, and fuel use records that are used to demonstrate compliance with Minor Source Air Permit #406-AR-2 as issued by the ADEQ. Permit conditions require records to be retained for a minimum of 5 years. **Disposition: TEMPORARY**. Cut off at the end of the CY in which record is created. Delete/Destroy 5 years after cut off.	NEW
7.2	7200	Asbestos Management Records. As required by regulations promulgated by the ADEQ and EPA, sampling and analysis records of facility building materials are maintained for the duration of FDA's ownership of the facility. **Disposition: TEMPORARY**. Cut off when facility ownership is transferred to other ownership. Transfer to any subsequent owner of the facility after cut off.	NEW
7.3	7300	Water Pollution Control Records. Includes wastewater discharge monitoring data and fuel storage inspection logs. Used to demonstrate compliance with National Point Discharge Elimination System Permits #AR0001678 and #ARG640000 as issued by the ADEQ, and to demonstrate compliance with the Spill Prevention, Control and Countermeasure (SPCC) regulations as issued by EPA. EPA requires the discharge monitoring data and inspection logs to be retained for a minimum of 3 years.	NEW

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		Disposition: TEMPORARY. Cut off at the end of the CY in which data is entered into the log. Delete/Destroy 3 years after cut off.	
7 4	7400	Drinking Water Records Includes bacteriological monitoring, chemical analysis, and copper and lead analyses of potable water from the on-site water treatment facility along with sanitary surveys of the potable water treatment facility as conducted by the ADH.	
7 4.1	7410	Bacteriological Monitory Data. Results of test taken from drinking water and sanitary sewer samples. EPA requires these records be retained for minimum of 5 years **Disposition: TEMPORARY.** Cut off at the end of the CY in which sample was tested. Delete/Destroy 5 years after cut off.	NEW
7.4.2	7420	Chemical Analyses and Sanitary Survey Data. Results of test taken from drinking water and sanitary sewer samples. EPA requires these records be retained for minimum of 10 years. **Disposition: TEMPORARY.** Cut off at the end of the CY in which sample was tested. Delete/Destroy 10 years after cut off	NEW
7.4.3	7430	Copper and Lead Analysis Data. Results of test taken from drinking water and sanitary sewer samples. EPA requires these records be retained for a minimum of 12 years **Disposition: TEMPORARY.** Cut off at the end of the CY in which sample was tested. Delete/Destroy 12 years after cut off.	NEW
7.5	7500	Hazardous Waste Records. Includes shipping manifests of regulated hazardous waste, inspection logs of hazardous waste accumulation areas, and annual hazardous waste reports Used to demonstrate compliance with state and federal requirements governing management and disposal of regulated hazardous waste. ADEQ and EPA require these records to be retained for a minimum of 3 years.	NEW

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		Disposition: TEMPORARY. Cut off at the end of the CY in which record was created Delete/Destroy 3 years after cut off.	
7.6	7600	PCB Management Records. Includes electric transformer inspection logs and annual PCB document logs. As required EPA, these logs are to be maintained at least 3 years after a facility ceases using/storing PCBs. **Disposition: TEMPORARY.** Cut off after the NCTR facility ceases using/storing PCBs. Delete/Destroy 3 years after cutoff.	NEW
7 7	7700	Annual Hazardous Chemical Inventories. Annual reports submitted to local fire department and to county and state emergency planning organizations. No retention time is specified in the U.S. EPA regulations. Records are maintained to meet the statute of limitations for suits brought under the applicable regulations. **Disposition: TEMPORARY.** Cut off end of FY in which reports are submitted to appropriate organization as required. Delete/Destroy 5 years after cut off.	NEW