



# EPA Records Schedule 002

**Status:** Final, 10/31/2009

**Title:** Emissions Inventory System (EIS)

**Program:** Air

**Applicability:** Agency-wide

**Function:** 108-023-01 - Air Monitoring and Forecasting

## **NARA Disposal Authority:**

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

- N1-412-01-3

## **Description:**

The Emissions Inventory System (EIS) collects, stores, and distributes the National Emissions Inventory (NEI). It includes facility inventory data and criteria air pollutant and hazardous air pollutant emissions for point, nonpoint, mobile and event sources. The NEI is used for periodic assessment of emission trends, and is used for air quality modeling purposes. State, Local and Tribal emission inventories form the basis for the NEI, which also includes emissions data gathered from other sources. The public has access to emissions inventory data through a public Web site.

## **Disposition Instructions:**

### **Item a:** Electronic software program

This item is to be used only by the Office of Air and Radiation, Office of Air Quality Planning and Standards, Emission Inventory and Analysis Group.

- **Disposable**
- Destroy or when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

### **Item b:** Input

- **Disposable**
- Follow instructions for EPA 171.

### **Item c:** Electronic data

This item is to be used only by the Office of Air and Radiation, Office of Air Quality Planning and Standards, Emission Inventory and Analysis Group.

- **Permanent**

- Transfer data annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

**Item d:** Output and reports

- **Varies**

- File with related records and follow instructions for the related records.

**Item e:** System documentation

This item is to be used only by the Office of Air and Radiation, Office of Air Quality Planning and Standards, Emission Inventory and Analysis Group.

- **Permanent**

- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives annually, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. This documentation would be transferred with the electronic data (item c)

**Guidance:**

The Air Quality System (AQS) is scheduled as EPA 496.

**Reasons for Disposition:**

The following changes were made in the 12/31/2008 version:

- Revised the title and description of the schedule.

The following changes were made in the 06/30/2008 version.

- Updated the name of the program office in disposition items a, c and e.
- Updated contact information.

The following change was made in the 04/30/2008 version:

- Revised disposition instructions for item b.

The following changes were made in the 03/31/2008 version:

- Changed the disposition instructions for items a and b.
- Added applicability to disposition items a, c and e.
- Revised wording in disposition instructions for item d.
- Revised title of disposition item e.

On September 30, 2000, the AIRS Facility Subsystem (AFS) emissions inventory component was phased out and the NEI database serves as the single repository of emissions inventory data. Under N1-412-99-8, the National Archives approved emissions data from AFS as permanent. Replaces National Emissions Trends (NET) and National Toxics Inventory (NTI) databases.

Item f for electronic copies created with word processing and electronic mail applications was deleted 08/14/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Air and Radiation, Office of Air Quality Planning and Standards, Emission Inventory and Analysis Group

- **Contact:** Sally Dombrowski
- **Telephone:** 919-541-3269

**Related Schedules:**

EPA 171, EPA 496

**Previous NARA Disposal Authority:**

**Entry:** 03/16/2000

**EPA Approval:** 10/25/2000

**NARA Approval:** 03/14/2003