

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-01-011

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-412-07-031.

Date Reported: 08/31/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 204081. FROM (Agency or establishment)  
Environmental Protection Agency2. MAJOR SUBDIVISION  
Office of Prevention, Pesticides, and Toxic Substances3. MINOR SUBDIVISION  
Office of Pollution, Prevention and Toxics4 NAME OF PERSON WITH WHOM TO CONFER  
Chris O'Donnell5. TELEPHONE  
202-260-1324

## LEAVE BLANK (NARA use only)

JOB NUMBER

71-412-01-11

DATE RECEIVED

11-20-2000

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

4-3-03

[Signature]

## 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 3 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

11/2/00

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature: Chris O'Donnell]

TITLE

Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached schedule U.S. EPA 247 - TSCA Section <sup>6</sup> Regulation of Hazardous Chemical Substances and Mixtures Files		
	cc NWMD NWMD NWMD, Agency		

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10/26/99

### U.S. EPA RECORDS SCHEDULE

**SERIES TITLE:** TSCA Section 6 Regulation of Hazardous Chemical Substances and Mixtures Files

**PROGRAM:** Toxic Substances

**EPA SERIES NO:** 247

**AGENCY FILE CODE:** TOXI 247

**NARA DISPOSAL AUTHORITY:** N1-412-96-3/1  
(Use this number to retire records to the FRC)

**APPLICABILITY:** Headquarters

**IDENTIFYING INFORMATION:**

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

**ARRANGEMENT:** Arranged numerically by document control number.

**TYPE OF RECORDS:**

Case files

**SPECIFIC RESTRICTIONS:**

Confidential Business Information  
Enforcement Sensitive Information

**MEDIUM:**

Paper, microfilm, electronic

**VITAL RECORD:**

No

**FUNCTIONS SUPPORTED:**

Regulatory development and public awareness

**SPECIFIC LEGAL REQUIREMENTS:**

Toxic Substances Control Act, as amended, Section 6  
40 CFR 747-763

**DISPOSITION INFORMATION:**

**FINAL DISPOSITION:**

a. Record copy (microformed or paper): Permanent

**TRANSFER TO FRC PERMITTED:**

Yes

b. Paper copy (microformed): Disposable

No

c. Electronic versions created with office automation

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applications: Disposable                      No

**FILE BREAK INSTRUCTIONS:**

- a. If record copy is microformed, break file upon completion of microform quality assurance check. If record copy is not microformed, break file upon final action.
- b. Break file when document has been microformed and checked for quality assurance.
- c. See Disposition Instructions.

**DISPOSITION INSTRUCTIONS:**

- a. If record copy is microformed, keep in office up to 1 year after file break, then retire one silver master and one diazo copy along with finding aids and indexes to the FRC. Transfer to the National Archives 2 years after file break when first inspection has been completed. Retain up to 2 diazo copies for office use.

If record copy is not microformed, keep in office up to 1 year after file break, then retire to FRC. Transfer to the National Archives 20 years after file break.

Destroy nonrecord Agency microform copies when no longer needed.

- b. If record copy is microformed, destroy paper copy after quality assurance check.
- c. Delete when record copy is generated.

**APPLICATION GUIDANCE:**

**REASONS FOR DISPOSITION:** These documents are part of the basic documentation maintained in response to any or a combination of TSCA Section 6 subsections. The retention period for these records is consistent with those related records which document actions taken under related sections of TSCA. For example, testing under Section 4 (EPA 262).

**AGENCY-WIDE GUIDANCE:** The offices of record for files governed by this schedule are the Non-Confidential Information Center (NCIC) and the Confidential Business Information Center (CBIC).

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. If records are not filmed, use disposition a for paper records.

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:** At the close out of the file, the documents held by the NCIC and CBIC should be retired at the same time. All reference copies can be destroyed when no longer needed to support program operations.

It should be noted that:

- a. If decisions are made resulting in a rule, documents supporting these

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actions should be retired under the Rulemaking Docket schedule, EPA 149, or Regulations, Standards, and Guidelines, EPA 150.

b. Program offices responsible for documenting the issuance or denial of a permit should retire those records under EPA 205.

c. Documents supporting actions taken in response to compliance monitoring and enforcement should be retired under EPA 693.

**CUSTODIAL INFORMATION:****CONTROLLING UNIT:**

**Name:** OPPTS/OPPT

**Location:** WSM/NCIC and CBIC

**Inclusive Dates:** 1982 -

**Volume on Hand (Feet):** 21 cu. ft.

**Annual Accumulation:** 2 cu. ft.  
(feet or inches)

**CONTACT POINT:**

**Name:** Vanessa Williams

**Mail Code:** 7407

**Telephone:** 202-260-3554

**Office:** IMD/RDMB

**Room:** 725 ET

**CONTROL INFORMATION:**

**RELATED ITEMS:** EPA 149, EPA 150, EPA 205, EPA 693

**PREVIOUSLY APPROVED BY**

**NARA SCHEDULE NOS:**

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
1/26/96		4/25/95	10/26/99