



# EPA Records Schedule 420

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

**Title:** National Compliance Database (NCDB)

**Program:** Enforcement and Compliance Assurance

**Applicability:** Agency-wide

**Function:** 108-025-08 - Compliance and Enforcement

**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.

- N1-412-03-3

**Description:**

The National Compliance Data Base (NCDB) is a reporting application for managers at headquarters. The system tracks regional compliance and enforcement activity and manages the pesticides and toxic substances compliance and enforcement program at a national level. NCDB provides reporting, retrieval, and analytical capabilities that support all members of the user community. There are three categories of reports: (1) reporting and enforcement and compliance assurance priorities (RECAP) reports, (2) standard reports, and (3) ad hoc reports.

NCDB is the national repository of the 10 regional and headquarters FIFRA/TSCA Tracking System (FFTS) data and contains approximately 65% of the FFTS data elements. Regional FFTS data entry personnel send their data to headquarters once a month to rebuild the NCDB.

Excludes: The FFTS which is scheduled as EPA 421.

**Disposition Instructions:**

**Item a:** Electronic software program

This item is to be used only by the Office of Enforcement and Compliance Assurance, Enforcement Planning, Targeting and Data Division at Headquarters.

- **Disposable**
  - Destroy 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 Enforcement and Compliance Assurance, Enforcement Planning, Targeting and Data Division at Headquarters.

- **Permanent**

- Close after monthly updates from FTTS.
- 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 Enforcement and Compliance Assurance, Enforcement Planning, Targeting and Data Division at Headquarters.

- **Permanent**

- Transfer 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. Documentation is transferred with the electronic data (item c).

**Guidance:**

This system has a single source of input data which is selected from the regional FTTS, scheduled as EPA 421. Monthly update data is transmitted to the EPA headquarters Office of Compliance and loaded into NCDB monthly.

**Reasons for Disposition:**

The following changes were made in the 04/30/2008 version:

- Revised schedule title.
- Revised disposition instructions for items a and b.
- Added applicability to disposition items a, c and e.
- Revised title of disposition item e.

Initially this system was submitted as part of EPA 267 - FIFRA/TSCA Tracking System/National Compliance Data Base (FTTS/NCDB). During the appraisal review held on August 8, 2000, it was

determined that the two systems should be scheduled separately, with the data for NCDB considered of permanent value.

**Custodians:**

Office of Enforcement and Compliance Assurance, Enforcement Planning, Targeting and Data Division

- **Contact:** James Johnson
- **Telephone:** 202-564-2501

**Related Schedules:**

EPA 171, EPA 421

**Previous NARA Disposal Authority:**

**Entry:** 10/05/2000

**EPA Approval:** 11/27/2002

**NARA Approval:** 05/03/2004