

EPA Records Schedule 097

Status: Final, 02/12/2007

Title: Central Data Exchange (CDX)

Program: Environmental Information

Applicability: Headquarters

Function: 404-142-02 - Data Collection

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.

- N1-412-03-17

Description:

The Central Data Exchange system will serve as a single point for receiving compliance reports from industry and government partners and will support integrated cross-media reporting. This allows for the exchange of data electronically, including the establishment and management of a common registration process, a central archive of electronic transactions, and data exchange between external submitters and EPA program offices. CDX will also have a role as a central point for the collection and entry of paper- and diskette-based data.

Some of the reports which will be included are risk management plans, toxic release inventory forms, air emissions inventories, discharge monitoring reports, pretreatment self monitoring reports, and RCRA biennial reports.

Includes the Customer Registration Subsystem (CRS) containing information on individuals who have registered and established accounts to access CDX.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Delete after quality assurance check has been performed or when no longer needed.

Item b(1): Input - Electronic

- **Disposable**
- For records being transferred from CDX to various systems, follow instructions for EPA 171 -

Input and Source Records.

Item b(2): Input - Paper

- **Varies**
- Follow instructions for related records.

Item c: Electronic data

- **Disposable**
- Keep individual records up to 3 years after completion of action, then delete when no longer needed.

Item d: Output and reports

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

Item e: Supporting documentation

- **Disposable**
- Delete when superseded or obsolete.

Item f: Electronic signatures and verification data

- **Disposable**
- Follow instructions for EPA 170, item c.

Guidance:

The CDX is responsible for the receipt, authentication, archiving (of the transaction and audit trail), and the distribution to the appropriate EPA systems (e.g., Toxics Release Inventory). Once the data passes to the designated system, that data is the responsibility of the program office and the system's administrator.

Examples of the types of systems included in the CDX are the National Emissions Inventory (NEI) covered by EPA 002 and the Toxic Release Inventory System (TRI) covered by EPA 153.

Reasons for Disposition:

This system will help meet the requirements of the Government Paperwork Elimination Act (GPEA) mandating agencies be prepared to allow electronic reporting. Disposition for all items meet program needs, and disposition for item f conforms to General Records Schedule 20, item 1c.

Custodians:

Office of Environmental Information, Central Receiving Branch

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Related Schedules:

EPA 002, EPA 153, EPA 171

Previous NARA Disposal Authority:

Entry: 11/23/2001

EPA Approval: 08/26/2003

NARA Approval: 03/24/2004