

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Environmental Protection Agency	
2. MAJOR SUBDIVISION All Programs	
3. MINOR SUBDIVISION Multiple Units	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-412-03-19	
DATE RECEIVED 8-26-2003	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 2-17-04	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 4 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 8-26-03	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached U.S. EPA 011- Geographic Information Systems (GIS)		WITHDRAWN
	DBB 2/17/04		WITHDRAWN

*cc Agency only*

# U.S. EPA RECORDS SCHEDULE 011

DRAFT: 6/3/02

**SERIES TITLE:**

Geographic Information Systems (GIS)

**PROGRAM:**

All Programs

**EPA SERIES NO:**

011

**AGENCY FILE CODE:**

INFO 011

**NARA DISPOSAL AUTHORITY:**

Pending

**APPLICABILITY:**

Agency-wide

**DESCRIPTION:**

Geographic information systems (GIS) consist of computer hardware and software systems designed to collect, manage, and analyze spatially referenced data. They manipulate attribute data as well as graphic data which may be in vector (line) or raster (grid) or image form. The characteristic which distinguishes a GIS from other systems is the way the GIS stores the spatial data and makes it available for user access and analysis. GIS's are used for solving complex research, planning, and management problems. Examples of data are county boundaries, land use, and pollution monitoring locations. Data are frequently displayed as maps. The GIS software used at EPA is Arc/Info, ArcView, MapObjects, and ArcIMS.

**DISPOSITION INFORMATION:**

**a. Electronic system software**

Disposable.

Delete when superseded by routine software updates and quality assurance check completed or when terminated or discontinued.

**b. Input**

Varies.

Follow instructions for related records.

**c. Electronic data**

Disposable.

Delete when superseded or obsolete.

**d. Output and reports**

Varies.

Follow instructions for related records

**e. Supporting documentation**

Disposable.

Delete/destroy when superseded or obsolete.

**ARRANGEMENT:**

Not applicable.

**TYPE OF RECORDS:**

Data files

**SPECIFIC RESTRICTIONS:**

**MEDIUM:**

Electronic

**FUNCTIONS SUPPORTED:**

Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

Clean Air Act, as amended, Section 112(r) 40 CFR Part 68

**REASONS FOR DISPOSITION:**

GIS are used by various programs and offices throughout EPA. Uses may include scientific investigation, risk assessment, wetland identification, monitoring of air quality, and trend development. This schedule is for the software and electronic data. Input and output/reports which qualify as federal records are scheduled separately.

**AGENCY-WIDE GUIDANCE:**

The output and reports (or products) generated by GIS are maintained in the records series they support (e.g., EPA 014 - Remedial Site Files - Superfund Site Specific). System users must document results completely. Complete documentation may require results, input data used, search parameters, software used, or similar information to ensure a complete record suitable for litigation support, if necessary, is maintained.

**PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:**

**CONTROLLING UNIT:**

**Unit:**

Multiple units

**Location:**

**Inclusive Dates:**

**Volume on Hand (feet):**

**Annual Accumulation (feet or inches):**

**CONTACT POINT:**

**Contact:**

**Mail Code:**

**Telephone:**

**Office:**

**RELATED ITEMS:**

**PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:**

**Approval Date EPA:**

**Approval Date NARA:**

**Entry Date:**

10/11/00

**Last Modified:**

6/3/02

WITHDRAWN