

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

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-412-05-1</i>	
DATE RECEIVED <i>9/27/2004</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>1-12-05</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

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 <u>5</u> 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,		
<input checked="" type="checkbox"/>	is not required;	<input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.
DATE <i>9/15/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris O'Donnell</i>	TITLE Agency Record Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	EPA 146 - Integrated Error Correction Process (IECP) Database		<b>WITHDRAWN</b>

*cc Agency*

**This schedule is in draft and MAY NOT be used to destroy records. It may be used in your office file plans and, with prior approval, used to retire records to a Federal Records Center. If you have any questions, please contact the Records Help Desk.**

## EPA Records Schedule 146

**Draft:** 12/02/2004

**Title:** Integrated Error Correction Process (IECP) Database

**Program:** Environmental Information

**Applicability:** Headquarters

**Agency File Code:** INFO 146

**NARA Disposal Authority:**

- N1-412-05-1

### **Description:**

The Integrated Error Correction Process (IECP) Database is used to help identify, track, and resolve discrepancies associated with EPA's environmental data on EPA's Web site. Included are two special modules: (1) IQC which is used to track the responses to Information Quality Guidelines (IQG) Requests for Correction (RFC) and Requests for Reconsideration (RFR); and (2) Data corrections. IECP is implemented within the Envirofacts Data Warehouse.

Input for the system is collected from data stewards (e.g., EPA or state program coordinators and system managers). Individuals who identify potential data errors on the EPA Web site contact EPA by using the "Report Error" link throughout EPA's Web pages. EPA reviews the error notification and assists in bringing the notification to resolution with those who are responsible for the data. The IECP tracks the entire process from notification through final resolution.

Output for the system includes the following reports: summary statistics report, error tracking report, errors reported by affiliation type, errors by processing status, errors resolved by program system, reported 515 appeals, integrated error correction process log, and error notifications flag history.

### **Disposition Instructions:**

**Item a:** Electronic software program

- Disposable
- Delete when superseded by routine software program updates and quality assurance check completed, or when no longer needed.

**Item b:** Input

- Disposable

- See EPA 147 - IQC Requests for Correction and Requests for Reconsideration.

**Item c:** Electronic data - RFC and RFR rejects

- Disposable
- Delete 90 days after decision to reject.

**Item d:** Electronic data - RFC and RFR approved requests

- Disposable
- Delete 2 years after approval.

**Item e:** Electronic data - Denied RFC requests

- Disposable
- Delete 4 years after denial.

**Item f:** Electronic data - Rejected reconsiderations

- Disposable
- Delete 6 years after decision to reject.

**Item g:** Electronic data - Corrections

- Disposable
- Delete 2 years after completion of action.

**Item h:** Output and reports

- Disposable
- See EPA 147 - IQC Requests for Correction and Requests for Reconsideration.

**Item i:** Supporting documentation

- Disposable
- Delete when superseded or obsolete.

**Arrangement:** Not applicable.

**Type of Records:** Data files

**Format:** Electronic

**Functions Supported:** Information and Computer Management

**Specific Restrictions:**

- None

**Specific Legal Requirements:**

WITHDRAWN

None

**Reason for Disposition:**

This system is used to track requests and EPA's responses to the requests to correct potential errors in EPA's data to comply with the information quality guidelines.

**Agency-wide Guidance:**

The Office of Information Collection (OIC), Office of Environmental Information (OEI) is responsible for maintaining the database and following the disposition instructions in this schedule. See EPA 147 - Information Quality Guidelines (IQG) Requests for Correction (RFC) and Requests for Reconsideration (RFR) for other records related to potential data errors in information distributed by EPA.

The Central Data Exchange (CDX) is responsible for data corrections and maintains the information electronically. The correction record consists of the Web-based error correction requests, e-mail messages containing technical directions to implementing contractors, and copies of deliverables (e.g., meeting minutes, correspondence with states). Contract records are maintained in paper and covered by EPA 202 - Contract Management Records.

**Program Office Guidance:****Custodians:**

Office of Environmental Information

- **Contact:** Brenda Gibson
- **Mail Code:** 2823T
- **Telephone:** 202-566-1695
- **Location:**
- **Inclusive Dates:**
- **Volume on Hand:**
- **Annual Accumulation:**

**Related Schedules:**

EPA 147, EPA 171, EPA 202

**Previous NARA Disposal Authority:**

**EPA Approval Date:** 09/15/2004

**NARA Approval Date:** Pending

**Entry Date:** 10/17/2002

**Last Modified Date:** 12/02/2004

WITHDRAWN

This schedule is under development and MAY NOT be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

## EPA Records Schedule 146

**Development:** 08/01/2004

**Title:** Integrated Error Correction Process (IECP) Database

**Program:** Environmental Information

**Applicability:** Headquarters

**Agency File Code:** INFO 146

**NARA Disposal Authority:**

- Pending

### Description:

The Integrated Error Correction Process (IECP) Database is used to help identify, track, and resolve discrepancies associated with EPA's environmental data. Included are two special modules: (1) IQC which is used to track the responses to Information Quality Guidelines (IQG) Requests for Correction (RFC) and Requests for Reconsideration (RFR); and (2) Data corrections. IECP is implemented within the Envirofacts Data Warehouse.

Input for the system is collected from data stewards (e.g., EPA or state program coordinators and system managers). Individuals who identify potential data errors on the EPA Web site contact EPA by using the "Report Error" link throughout EPA's Web pages. EPA reviews the error notification and assists in bringing the notification to resolution with those who are responsible for the data. The IECP tracks the entire process from notification through final resolution.

Output for the system includes the following reports: summary statistics report, error tracking report, errors reported by affiliation type, errors by processing status, errors resolved by program system, reported 515 appeals, integrated error correction process log, and error notifications flag history.

Tracking of the IQG Requests for Correction and Requests for Reconsideration is performed by this system; however, the actual Requests and Envirofacts are scheduled separately.

### Disposition Instructions:

**Item a:** Electronic software program

- Disposable
- Delete when superseded by routine software program updates and quality assurance check completed, or when no longer needed.

**Item b:** Input

*SUPERSEDED*

- Disposable
- See EPA 147 - IQC Requests for Correction and Requests for Reconsideration.

**Item c:** Electronic data - RFC and RFR rejects

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- Delete 90 days after decision to reject.

**Item d:** Electronic data - RFC and RFR approved requests

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**Arrangement:** Not applicable.

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**Format:** Electronic

**Functions Supported:** Information and Computer Management

**Specific Restrictions:**

- None

**Specific Legal Requirements:**

- None

**Reasons for Disposition:**

This system is used to track requests and EPA's responses to the requests to correct potential errors in EPA's data to comply with the information quality guidelines.

**Agency-wide Guidance:**

The Office of Information Collection (OIC), Office of Environmental Information (OEI) is responsible for maintaining the database and following the disposition instructions in this schedule. The record copies of the requests and responses are maintained by the program or region responsible for the data or information product and are covered by EPA 147 - Information Quality Guidelines (IQG) Requests for Correction (RFC) and Requests for Reconsideration (RFR). The Chair of the Executive Panel is responsible for maintaining the record copy of the deliberative material supporting the Panel's decisions.

The Central Data Exchange (CDX) is responsible for data corrections and maintains the information electronically. The correction record consists of the Web-based error correction requests, e-mail messages containing technical directions to implementing contractors, and copies of deliverables (e.g., meeting minutes, correspondence with states). Contract records are maintained in paper and covered by EPA 202 - Contract Management Records.

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