

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-06-13</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3.8.2006</i>	
1 FROM (Agency or establishment)  U.S Environmental Protection Agency		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  Constance Downs	5 TELEPHONE  202-566-1640	DATE <i>2/2/06</i>	ARCHIVIST OF THE UNITED STATES <i>Al W...</i>
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>2</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,      is attached, or      has been requested			
DATE <i>2/2/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE Constance Downs <i>Constance Downs</i>		TITLE Acting 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Removal Records - Superfund Site-Specific	N1-412-94-3/3	

# EPA Records Schedule 013

**Status:** Final, 02/29/2008

**Title:** Removal Records - Superfund Site-Specific

**Program:** Superfund

**Applicability:** Agency-wide

**Function:** 108-024-01-01 - Perform Removals

## **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.

- N1-412-06-13

## **Description:**

Includes site-specific records relating to emergency, time-critical and non time-critical removal activities conducted by EPA and non-EPA lead (e.g., PRP, state, federal facilities, other) entities. Specific types of records include correspondence, memoranda, work plans, quality assurance project plans (QAPPs) financial and technical progress reports, sampling and analysis data, pollution reports (POLREPs) statements of work and other site-specific contract documentation, and CERCLIS Superfund removal records. Also includes removal response files.

Excludes: Removal actions conducted at remedial sites scheduled as EPA 014.

## **Disposition Instructions:**

### **Item a(1): Record copy - Nonelectronic**

- **Permanent**
- Close inactive records at end of statute of limitations for initiation of cost recovery or when cost recovery settlement is reached, whichever is later
- Transfer to the National Archives 15 years after file closure.

### **Item a(2): Record copy - Electronic**

- **Permanent**
- Close inactive records at end of statute of limitations for initiation of cost recovery or when cost recovery settlement is reached, whichever is later.

- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

If the removal action becomes part of a remedial action, records are to be reassigned to the remedial site file and the regional organization responsible for managing the removal process is responsible for maintaining and implementing the disposition in accordance with EPA 014.

Microform copies are to be produced in accordance with 36 CFR 1230.10 and 1230.20. It is recommended that the organization retain a silver master as well as diazo set on site to simplify making copies.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

Specific legal citations include, but are not limited to:

- Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, Sections 104 and 106, 42 USCA 9604 and 9606
- 40 CFR Part 300

**Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system

The following changes were made in the 02/29/2008 version.

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Item c for electronic copies created with word processing and electronic mail applications was deleted 08/09/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 014

**Previous NARA Disposal Authority:**

NC1-412-82-11/27, NC1-412-82-12/12, NC1-412-85-10/17, NC1-412-85-18/23, N1-412-94-3/3

**Entry:** 03/29/1991

**EPA Approval:** 02/27/2006

**NARA Approval:** 08/31/2007