

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-06-14</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>3/31/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alm</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>3</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>2/27/06</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Remedial Site Files- Superfund Site-Specific

N1-412-99-23

*SA 9/4/07 copies sent to Agency, NWMD, NWME, NAWNW, NR*

# EPA Records Schedule 014

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

**Title:** Remedial Site Files - Superfund Site-Specific

**Program:** Superfund

**Applicability:** Agency-wide

**Function:** 108-024-01-02 - Clean Up Contaminated Land

## **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.

- N1-412-06-14

## **Description:**

Consists of site-specific records relating to activities conducted at remedial sites by EPA and non-EPA lead entities (e.g., PRP, state, federal facilities, other). Includes:

Pre-record of decision (ROD) records - Examples of specific documents include correspondence and memoranda, quality assurance project plans (QAPPs), endangerment assessment, risk assessment, health and safety plans, potentially responsible party (PRP) searches and investigations, projects operations plans (POPs), remedial investigation (RI) reports, feasibility study (FS) reports, proposed plans for selected remedial action, and applicable or relevant and appropriate requirements (ARARs), congressional inquiries, community relations plans and other site-specific public awareness records. Also includes a headquarters pre-ROD review package, including site-specific review requirement and review.

Post-ROD records - Examples of specific documents include correspondence and memoranda, the ROD, state concurrence letters, ROD delegation documents, responsiveness summaries, work assignments, progress reports, and other documents related to the remedial design and remedial action phases.

Operation and Maintenance (O and M) records - Examples of specific documents related to long-term treatment measures needed to achieve cleanup objectives include correspondence and memoranda, operation and maintenance plans, monitoring agreements, sampling and analysis data, inspection reports, construction completion documentation packages, site close out, and NPL deletion packages.

## **Disposition Instructions:**

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

- **Permanent**
- Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter.
- Transfer to the National Archives 30 years after file closure.

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

- **Permanent**
- Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, in a format 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:**

The regional unit responsible for managing the remedial process is responsible for managing and implementing the disposition and determining the appropriate milestones for these records in accordance with this schedule. Remedial site file records for federal facilities (National Contingency Plan (NCP) 40 CFR 300.5) are the responsibility of the lead agency and copies maintained by EPA may be destroyed when no longer needed

Records documenting the decision-making process are captured in the administrative record (AR) for the site and are scheduled as EPA 019.

Other Superfund site-specific schedules include: EPA 001 for grants and other program support agreements; EPA 013 for removal site files; EPA 018 for sampling and analytical data files; EPA 020 for contract management records; EPA 024 for cost recovery; and EPA 025 for enforcement actions.

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

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

Construction completion records maintained by OERR's Region 3/8 Center at headquarters are designated as vital records.

Specific legal citations include, but are not limited to:

- Comprehensive Environmental Response, Compensation and Liability Act, 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 b 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 001, EPA 013, EPA 018, EPA 019, EPA 020, EPA 024, EPA 025

**Previous NARA Disposal Authority:**

NC1-412-82-11/27, NC1-412-82-12/12, NC1-412-85-10/17, NC1-412-85-18/23, N1-412-99-23

**Entry:** 03/29/1991

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

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