

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-07-25</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11/21/2006</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 Adisposition not approved or Awithdrawn in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  John B Ellis	5 TELEPHONE  202-566-1643	DATE <i>12/20/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen 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 ___ 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>11/13/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B Ellis <i>John B. Ellis</i>	TITLE 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

EPA 010 Site Assessment

N1-412-94-4/1

*SA 9/28/07 copies sent to Agency, NARA, NAME, NAME, NR*

115-109 PREVIOUS EDITION NOT USABLE **STANDARD FORM SF 115 (REV 3-91)**  
Prescribed by NARA 36 CFR 1228

# EPA Records Schedule 010

**Status:** Final, 04/30/2011

**Title:** Site Assessment

**Program:** Superfund, Brownfields

**Applicability:** Regions

**Function:** 108-024-01 - Site and Area Evaluation and Cleanup

## **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.

- N1-412-07-25

## **Description:**

Includes site-specific records related to sites which were investigated for listing on the National Priorities List (NPL) and the Brownfields program. Specific types of documents include Site Discovery, Preliminary Assessment (PA), Site Investigation (SI) and Hazard Ranking System (HRS) package (e.g., facility worksheet scored by the region/state, site summary documents which describe the site conditions or problems), comments, supporting documentation deletion packages, and documentation which verifies that records supporting site scores exist in state or regional files. Site-specific records also include documents associated with Targeted Brownfields Assessments.

## **Disposition Instructions:**

**Item a:** No further remedial action planned sites (NFRAPs)

- **Disposable**
- Close inactive records upon remediation determination
- Destroy 40 years after file closure

**Item b:** Sites placed on the NPL

- **Permanent**
- Close inactive records upon remediation determination.
- File with related site-specific file (EPA 014)

**Item c:** Sites warranting a removal action

- **Permanent**
- Close inactive records upon remediation determination
- File with related site-specific file (EPA 013)

**Item d:** Sites not yet assigned to the NPL or NFRAP

- **Contingent**
- Review every 5 years for remediation determination. After remediation determination, file as follows: No further remedial action planned sites (NFRAPs) - File with NFRAP site files and apply disposition instructions for item a. NPL determination - File with remedial site files and apply disposition instructions for EPA 014. Removal determination - File with removal site files and apply disposition instructions for EPA 013.

**Item e:** Brownfields sites

- **Disposable**
- Close inactive records upon remediation determination.
- Destroy 40 years after file closure

**Guidance:**

Site assessment records for sites placed on the NPL become part of the remedial site file and should be transferred to the office or unit responsible for that series - See EPA 014. Records for removal actions should be transferred to the office or unit responsible for that series - See EPA 013. Records not yet determined to be NPL or NFRAP should remain in the site assessment series. Reference copies of these files held by all other offices can be destroyed when no longer needed to support current activities.

Federal Facilities Hazardous Waste Sites are scheduled as EPA 012. Other Superfund site-specific items are:

- EPA 018 - Sampling and Analytical Data Files
- EPA 019 - Administrative Records
- EPA 020 - Contract Management Records
- EPA 025 - Enforcement Records

See EPA 024 for Cost Recovery Records. Brownfields grants are covered by EPA 001 - Grants and Other Program Support Agreements - Superfund Site Specific.

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

**Reasons for Disposition:**

The following change was made in the 04/30/2011 version:

- Added disposition item e which was unintentionally deleted in the last revision.

The following change was made in the 03/31/2011 version

- Deleted disposition items d(1)-(3) and replaced with item d with a contingent disposition

The following change was made in the 07/31/2008 version:

- Divided disposition item d into three subitems

The schedule has been revised to include site assessment records for Brownfields sites. The proposed retention is consistent with other site assessment records and meets the program's administrative needs. Items a-d have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retentions for items a-d have not changed.

Item f - Electronic copies created with word processing and electronic mail applications was deleted 08/14/2006 pursuant to NARA Bulletin 2006-04

**Custodians:**

Multiple units

**Related Schedules:**

EPA 001, EPA 012, EPA 013, EPA 014, EPA 018, EPA 019, EPA 020, EPA 024, EPA 025

**Previous NARA Disposal Authority:**

NC1-412-85-18/23, N1-412-94-4/1

**Entry:** 03/26/1991

**EPA Approval:** 11/13/2006

**NARA Approval:** 09/20/2007