

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <u>111-412-08-1</u>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED <u>10/4/07</u>	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency			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 Adisposition not approved or Awithdrawn in column 10.	
2. MAJOR SUBDIVISION E				
3. MINOR SUBDIVISION Headquarters				
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis		5. TELEPHONE 202-566-1643	DATE <u>7/12/07</u>	ARCHIVIST OF THE UNITED STATES <u>Mr. W...</u>
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; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				
DATE <u>7/13/07</u>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <u>John B. Ellis</u>		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 GRS OR SUPERSEDED JOB CITATION	10.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)	
1.	EPA 253 Safe Drinking Water Accession and Review System (SDWARS)			

SA 8/4/08 *Copies sent to Agen* NWMT NWMF NWMW
 115-109 NSN 1540-00-634-4065 STANDARD FORM SF 115 (REV. 3-91)
 PREVIOUS EDITION NOT USABLE Prescribed by NARA 36 CFR 1228
 NW -2P NW -R

This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 253

Status: Draft, 04/30/2008

Title: Safe Drinking Water Accession and Review System (SDWARS)

Program: Water

Applicability: Headquarters

Function: 108-025-03-02 - Management of Public Water Systems

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.

- N1-412-08-1

Description:

The Safe Drinking Water Accession and Review System (SDWARS) is a Web-based data entry system supporting the collection of data under the Unregulated Contaminant Monitoring Rule (UCMR). The database allows all stakeholders to submit, review, and post data. Laboratories post UCMR data, and the public water systems (PWSs) review, approve, and submit the posted results to EPA. The data is later transferred to the National Contaminant Occurrence Database (NCOD) to facilitate analysis, review of contaminant occurrence, and to guide the development of subsequent contaminants for the Candidates Contaminant List (CCL). The data in SDWARS is modified every five years to allow reporting of new unregulated contaminants.

SDWARS can also be used to maintain unregulated contaminant data generated from studies (e.g., sulfate in drinking water) or national surveys to determine whether or not to regulate a contaminant.

Disposition Instructions:

Item 1: Electronic software program

Nonrecord

This item is to be used only by the Office of Water, Office of Ground Water and Drinking Water at Headquarters.

- **Disposable**
- Close when no longer needed to ensure access to and use of the electronic records throughout the authorized retention period.

- Delete after file closure.

Item b: Input

- **Disposable**
- Close when information has been transferred and verified.
- Delete after file closure.

Item c(1): Electronic data - Record copy

This item is to be used only by the Office of Water, Office of Ground Water and Drinking Water at Headquarters.

- **Disposable**
- Close when each 5 year cycle is concluded and data verified.
- Destroy 5 years after file closure.

Item c(2): (Reserved)**Item d: Output and reports**

- **Disposable**
- File with related records and follow instructions for the related records.

Item e: Implementation files

This item is to be used only by the Office of Water, Office of Ground Water and Drinking Water at Headquarters.

- **Disposable**
- Close when implementation and monitoring activities are completed.
- Destroy 5 years after file closure.

Item f: System documentation

This item is to be used only by the Office of Water, Office of Ground Water and Drinking Water at Headquarters.

- **Disposable**
- Close when each 5 year cycle is concluded and data verified, concurrent with the electronic data (Item c(1)).

- Destroy 5 years after file closure.

Guidance:

The Safe Drinking Water Act was amended in 1996 requiring EPA to establish criteria to monitor unregulated contaminants and to identify a maximum of 30 contaminants to monitor every five years. The UCMR program coordinates with the CCL and the NCOD.

See EPA 436 for NCOD. Records related to the development of regulations, standards, and guidelines are covered by EPA 149 and dockets by EPA 150.

Legal citations include, but are not limited to:

- Safe Drinking Water Act, as amended, Section 1445(a)(2)
- 40 CFR 141.24-141.40

Reasons for Disposition:

The following changes were made in the 04/30/2008 version, after NARA determined the records do not need to be permanent:

- Changed items c(1) and f to disposable and revised the disposition instructions.
- Deleted item c(2).

The following changes were made in the 03/31/2008 version:

- Added file closure instructions and revised the disposition instructions for items a, b and f.
- Divided item c into two subitems, c(1) and c(2).

The Safe Drinking Water Act requires the collection of this data and historical data is needed to evaluate the impact of the regulation. The NCOD is scheduled as EPA 436.

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

Custodians:

Office of Water, Office of Ground Water and Drinking Water

- **Contact:** Roger Howard
- **Telephone:** 202-564-9907

Related Schedules:

EPA 149, EPA 150, EPA 436

Previous NARA Disposal Authority:

None

Entry: 04/24/2006

EPA Approval: 09/13/2007

NARA Approval: Pending