

EPA Records Schedule 743

Status: Final, 10/31/2009

Title: Air Facility System (AFS)

Program: Enforcement and Compliance Assurance

Applicability: Agency-wide

Function: 108-025-08 - Compliance and Enforcement

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.

- N1-412-08-10

Description:

The Air Facility System (AFS) contains data for the stationary source air program. State and local agencies collect and submit the data and use it for compliance and enforcement for the air program. Types of data input include plant name, action type code, standard industrial code, and staff code. Types of reports generated by the system include the AFS High Priority Violator Summary and AFS Plant Compliance Inventory

AFS was originally part of the Aerometric Information Retrieval System (AIRS), now known as the Air Quality System (AQS) which is scheduled separately. AFS data can also be accessed using other EPA systems, including Enforcement Compliance History Online (ECHO), the Online Tracking Information System (OTIS), and Envirofacts.

Disposition Instructions:

Item a: Electronic software program

The Office of Enforcement and Compliance Assurance, Enforcement Targeting Division at Headquarters is responsible for the disposition of this item.

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

Item b: Input

- **Disposable**

- Follow instructions for EPA 171.

Item c: Electronic data

The Office of Enforcement and Compliance Assurance, Enforcement Targeting Division at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Beginning 2008, transfer annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item d: Output and reports

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

Item e: System documentation

The Office of Enforcement and Compliance Assurance, Enforcement Targeting Division at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Transfer to the National Archives those records necessary to document how the system captures, manipulates, and outputs data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Documentation is transferred with the electronic data (item c).

Guidance:

ECHO and OTIS are covered by EPA 022 - Integrated Data for Enforcement Analysis (IDEA). See EPA 098 for Envirofacts.

Reasons for Disposition:

The following change was made in the 05/31/2008 version:

- Revised wording about applicability for disposition items a, c and e.

The following change was made in the 04/30/2008 version:

- Revised title of disposition item e.

The data stored in AFS is used by EPA, state and local agencies to manage air program compliance. The data was previously part of AIRS which was approved as permanent.

Custodians:

Office of Enforcement and Compliance Assurance, Enforcement Targeting Division

- **Contact:** Betsy Metcalf
- **Telephone:** 202-564-5962

Related Schedules:

EPA 022, EPA 098, EPA 171

Previous NARA Disposal Authority:

Entry: 10/26/2007

EPA Approval: 06/09/2008

NARA Approval: 06/05/2009