



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

## EPA Records Schedule 022

**Status:** Development, 04/30/2008

**Title:** Integrated Data for Enforcement Analysis (IDEA)

**Program:** Enforcement and Compliance Assurance

**Applicability:** Headquarters

**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.

- Pending

### Description:

The Integrated Data for Enforcement Analysis (IDEA) system contains a comprehensive profile of inspections, enforcement actions, penalties assessed, toxic chemicals released, and emergency hazardous spills for more than one million EPA-regulated facilities. The information is copied monthly from several EPA air, water, hazardous waste, toxic chemical release, and emergency response notification systems. The system has two Web interfaces: (1) Online Tracking Information System (OTIS) which provides online access to enforcement and compliance data to government employees; and (2) Enforcement and Compliance History Online (ECHO) which is publicly available.

### Disposition Instructions:

*Nonrecord*

**Item a:** Electronic software program

This item is to be used only by the Office of Enforcement and Compliance Assurance, Office of Compliance, Enforcement, Targeting and Data Division at Headquarters.

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

**Item b:** Input

*625 20/26*

- **Disposable**
- Follow instructions for EPA 171.

### Item c: Electronic data

This item is to be used only by the Office of Enforcement and Compliance Assurance, Office of Compliance, Enforcement, Targeting and Data Division at Headquarters.

- **Disposable**
- Delete when superseded by next scheduled update.

### ~~Item d: Output and reports~~

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

GRS 20/11a(1)

### ~~Item e: System documentation~~

~~This item is to be used only by the Office of Enforcement and Compliance Assurance, Office of Compliance, Enforcement, Targeting and Data Division at Headquarters.~~

- **Disposable**
- Follow instructions for EPA 304, item a(1).

### Guidance:

Input systems include, but are not limited to, the following: EPA 496 - Air Quality System; EPA 050 - Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS); EPA 684 - Criminal Docket System (CRIMDOCK); EPA 060 - Emergency Response Notification System (ERNS); EPA 079 - Facility Registry System (FRS); EPA 027 - Integrated Compliance Information System (ICIS); EPA 420 - National Compliance Database (NCDB); EPA 419 - Permit Compliance System (PCS); and EPA 153 - Toxic Release Inventory System (TRI).

### Reasons for Disposition:

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

- Revised disposition instructions for item b.

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

- Changed reference in disposition item b from EPA 171 to 170, item b.
- Added applicability to disposition items a, c and e.
- Revised title and disposition instructions for disposition item e.

Systems feeding into IDEA are already scheduled as listed above in guidance. The retention meets program needs.

### Custodians:

Office of Enforcement and Compliance Assurance, Office of Compliance, Enforcement, Targeting and Data Division

- **Contact:** Mary Curtis

- **Telephone:** 202-564-6167

**Related Schedules:**

EPA 027, EPA 050, EPA 060, EPA 079, EPA 153, EPA 171, EPA 304, EPA 419, EPA 420, EPA 496, EPA 684

**Previous NARA Disposal Authority:**

**Entry:** 10/25/2007

**EPA Approval:** Pending

**NARA Approval:** Pending

[Explanation of Schedule Fields](#) | [Find More Schedules](#)  
[Guidance on Retiring Records](#)



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
WASHINGTON, D C 20460

**June 10, 2008**

OFFICE OF  
ENVIRONMENTAL INFORMATION

Ms. Jennie Guilbaud  
National Archives and Records Administration  
Life Cycle Management Division (NWML)  
8601 Adelphi Road, Room 5320  
College Park, MD 20740-6001

Dear Ms. Guilbaud:

Enclosed is an SF-115 submission for records schedule 022 Integrated Data for Enforcement Analysis (IDEA). This schedule covers records in any media. To assist with your review, an explanation of the schedule fields is available on the EPA Web site at:

<http://www.epa.gov/records/policy/schedule/explan.htm>

Please review the schedule and if you have any questions, please contact me at (202) 566-1643. Correspondence regarding this schedule submission should be sent to the following address:

U.S. Environmental Protection Agency  
National Records Management Program  
Mail Code 2822T  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

I look forward to working with you and your staff during the schedule review process. We appreciate your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, which appears to read "John B. Ellis". The signature is fluid and cursive.

John B. Ellis  
Agency Records Officer

Enclosures