REQUEST FOR RECORDS DISPOSITION AUTHORITY					JOB NUMBER N1-412-08-15			
	O NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED 8/22/08			
1 FROM (Agency or establishment)					NOTIFICATION TO AGENCY			
U.S. Environmental Protection Agency								
2 MAJOR SUBDIVISION								
All Programs					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			
3 MINOR SUBDIVISION								
Agency-wide								
4 NAME (	OF PERSON	WITH WHOM TO CONFER	5 TELEPHONE	DAT	DATE ARCHIVIST OF THE UNITED STATES			
John B. Ellis			202-566-1643	5/6	6/09	Thomas)		
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 5 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,								
DATE SIGNATURE OF AGENCY REPRESENTATIVE TIL				TITLE	TLE			
8/12/08 Ilm 8. Ell 6				Agenc	gency Records Officer			
7 Item No	m 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION				9 GRS OR SUPERSEDED JOB CITATION  10 ACTION TAKEN (NARA USE ONLY)			
096	Data Standards and Registry Services				N1-412-03-7, N1-412- 03-16, N1-412-04-9			
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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 096**

Status: Development, 08/31/2008

Title: Data Standards and Registry Services

**Program:** All Programs

Applicability: Agency-wide

**Function:** 404-142-01 - Data Administration and Integration

## 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:

Registries provide the ability to register, map and manage metadata and information important to the Agency and its partner systems. Registries may contain objects or data used within multiple systems such as common code sets, facility information, or substances. They may contain information about individual Agency systems or datasets or reusable software components and services that may be used in multiple systems. Registration of contents is the single unique concept that makes a registry a registry. Quality assurance is provided and stewards are assigned to maintain and manage specific contents. In all cases, registries serve as an organizing structure for the purpose of facilitating discovery of Agency information resources. The registries do not contain environmental data, but are collections or repositories of metadata that describe information to make the data more meaningful and easier to find.

Data standards are part of the EPA Enterprise Data Architecture. They are maintained with the EPA registries. Data standards are used to improve the quality of environmental data and also facilitate data integration.

# **Disposition Instructions:**

Item as Electronic software program 30 NON-Yelard

- 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. Otherwise Scheduld GRS 20

Item c: Electronic data

- Disposable
- Delete when superseded or obsolete.

Item d: Output and reports

• Disposable

• File with related records and follow instructions for the related records.

otherwise scheduled GIRS 20

Item e: Systems documentation

• Disposable

GRS 20/ I Fem [1a(1)

• Follow instructions for EPA 304, item a(1).

Item f: Data standards documentation

- Disposable
- Delete when standards no longer in use in Agency and partner systems.

#### Guidance:

This schedule includes, but is not limited to, the following systems listed by headquarters program office:

Office of Environmental Information

- Data Registry Services
- Data Standards Services
- Facility Registry System
- Registry of EPA Applications, Models and Databases (READ)
- Reusable Component Services
- Substance Registry Services
- System Inventory Services
- System of Registries (SoR)
- Terminology Services

Office of Research and Development

Environmental Information Management System (EIMS) and Science Inventory

Substance Registry Services was formerly called the Substance Registry System. The XML Registry is

now a part of Reusable Component Services.

Other disposable systems not requiring specific schedules have been categorized into this schedule or one of the other "generic" or "big bucket" schedules:

- EPA 063 Electronic Models and Expert Systems
- EPA 088 Bibliographic and Reference Systems
- EPA 089 Information Tracking Systems
- EPA 090 Administrative Support Databases
- EPA 094 Electronic Bulletin Boards
- EPA 179 Special Purpose Programs

Electronic records not requiring their own schedules or covered in one of the big bucket schedules listed above may be segments or phases of information systems. Examples of this type of schedule include, but are not limited to:

- EPA 164 Electronic Spreadsheets
- EPA 170 Files and Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records
- EPA 171 Input and Source Records Nonelectronic
- EPA 304 Systems Documentation

### Reasons for Disposition:

The following changes were made in the 04/30/2008 version:

- Revised disposition instructions for item b.
- Added information and reorganized guidance.

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

- Revised reference to EPA 170 in disposition item b.
- Revised disposition instructions for item e.

This schedule was originally approved as N1-412-03-7 for EDR. The schedule has been expanded to include all data registries, including FRS (EPA 079, previously approved as N1-412-03-16) and EIMS (EPA 469, previously approved as N1-412-04-9).

#### **Custodians:**

Multiple units

#### **Related Schedules:**

EPA 063, EPA 088, EPA 089, EPA 090, EPA 094, EPA 164, EPA 170, EPA 171, EPA 179, EPA 304

#### **Previous NARA Disposal Authority:**

N1-412-03-7, N1-412-03-16, N1-412-04-9

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**Entry:** 06/18/2001

EPA Approval: Pending

NARA Approval: Pending