



**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 746

**Status:** Development, 01/31/2009

**Title:** Stationary Source Audit Program (SSAP)

**Program:** Air

**Applicability:** Headquarters

**Function:** 108-025-01-01 - Manage State and Local Air Quality

**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 Stationary Source Audit Program (SSAP) is a database that allows federal, state and local regulatory agencies to order audit samples for compliance testing and report their results to EPA. The regulatory agencies key the data into the system and can get pass/fail results as well as print a variety of reports. The database was created in 2000 and includes data from 1984 to the present.

### Disposition Instructions:

*Non-Record*

~~Item a: Electronic software program~~

The Office of Air and Radiation, Office of Air Quality Planning and Standards, Air Quality Assessment Division, Measurement Technology Group 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~~

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

*[Handwritten signature]*

**Item c:** Electronic data

The Office of Air and Radiation, Office of Air Quality Planning and Standards, Air Quality Assessment Division, Measurement Technology Group is responsible for the disposition of this item.

- **Disposable**

- Delete when superseded or obsolete.

~~Item d: Output and reports~~

- **Varies**

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

~~Item e: System documentation~~

~~The Office of Air and Radiation, Office of Air Quality Planning and Standards, Air Quality Assessment Division, Measurement Technology Group is responsible for the disposition of this item.~~

- **Disposable**

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

**Guidance:**

**Reasons for Disposition:**

The database provides a centralized point for audit sampling for compliance testing for stakeholders. Retention meets program needs.

**Custodians:**

Office of Air and Radiation, Office of Air Quality Planning and Standards, Air Quality Assessment Division, Measurement Technology Group

- **Contact:** Candace Sorrell
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**Related Schedules:**

EPA 171, EPA 304

**Previous NARA Disposal Authority:**

None

**Entry:** 07/03/2008

**EPA Approval:** Pending

**NARA Approval:** Pending

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