

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-412-09-12	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 7/23/09	
1 FROM (Agency or establishment) U.S. Environmental Protection Agency		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10	
2 MAJOR SUBDIVISION Water			
3 MINOR SUBDIVISION Agency-wide			
4 NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5 TELEPHONE 202-566-1643	DATE 7/23/09	ARCHIVIST OF THE UNITED STATES [Signature]
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>4</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 7/14/09	SIGNATURE OF AGENCY REPRESENTATIVE [Signature: John B. Ellis]		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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	EPA - 400 (Storage and Retrieval of Water Quality Information (STORET))	NC1-412-81-18/9	

EPA Records Schedule 400

Status: Final, 07/31/2010

Title: Storage and Retrieval of Water Quality Information (STORET)

Program: Water

Applicability: Agency-wide

Function: 108-023-02 - Water Monitoring and Forecasting

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.

- N1-412-09-12

Description:

The Storage and Retrieval of Water Quality Information (STORET) system is an automated information system which assists state and EPA officials to make pollution control decisions by providing a capability to store, retrieve and analyze water quality information. Information includes chemical, physical, and biological water quality of the Nation's waters, including ambient, intensive survey, effluent, and biological water quality monitoring information. Most STORET information has been added since 1975, however, records go back to 1899. Information is contributed voluntarily by federal, state, interstate agencies, universities, tribes, and volunteers.

STORET has the following components:

- Data Warehouse - serves as a repository for data collected by EPA and agency partners. The STORET Data warehouse is more accessible via online data reports, Web services, and new tools
- Water Quality Exchange (WQX) - uses standardized data exchange schemas along with technology to load/enter/validate data into the Data warehouse. WQX provides the means for direct computer-to-computer data exchange. WQX leverages both the agency architecture and other agency IT and agency non-IT investments, including the Central Data Exchange (CDX), the Substance Registry System, and the Exchange Network Grant Program. WQX also allows EPA to better integrate water monitoring data with other Federal Agencies (i.e. USGS).
- WQX Web Tool - uses a web portal access to standardize data exchange schemas for loading/entering/validating data into the Data warehouse. The Web Tool provides a User-Web to computer data exchange.

Disposition Instructions:

Item a: Electronic software program

The Office of Water, Office of Wetlands, Oceans and Watersheds, Assessment and Watershed

Protection Division, Monitoring Branch at Headquarters is responsible for the disposition of this item

- **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 to the master file and verified.
- Delete after file closure.

Item c: Electronic data

The Office of Water, Office of Wetlands, Oceans and Watersheds, Assessment and Watershed Protection Division, Monitoring Branch at Headquarters is responsible for the disposition of this item

- **Permanent**
- Initial Transfer. Transfer Legacy Data Center data (1994-1999) to the National Archives in 2010, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Interim Transfers: While the system is in operation, transfer STORET data to the National Archives every 5 years, beginning in 2015 (for 2000-2004 data), or whenever a major change to the system occurs, whichever is earlier, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Final Transfer: Close when program is discontinued or system is terminated. Transfer final data to the National Archives 1 year after system is closed, 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 Water, Office of Wetlands, Oceans and Watersheds, Assessment and Watershed Protection Division, Monitoring Branch at Headquarters is responsible for the disposition of this item.

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

Guidance:

This schedule covers the STORET and the Water Quality Exchange (WQX) which defines the methods and the data systems by which EPA compiles monitoring data (typically water quality data, but not exclusively water quality data) that are collected by a number of entities. Those entities could be states, tribes, volunteer monitoring groups, or EPA.

Electronic data from 1950-1993 were transferred to the National Archives under previously approved NARA disposal authority NC1-412-81-018, Items 2 and 9. The Initial Transfer of Legacy Data Center data from 1994-1999 to the National Archives was completed in 2010 under NARA disposal authority N1-412-09-12, Item c.

The time line for Interim Transfer of electronic data to the National Archives under Item c is:

- 2015 - Transfer 2000-2004 data.
- 2020 - Transfer 2005-2009 data.
- 2025 - Transfer 2010-2014 data.
- 2030 - Transfer 2015-2019 data.

The previously approved version of this schedule included the following components which have been superseded by the current system:

- Biological System (BIOS)
- Daily Flow System (DFS)
- Fish Kill File (FK)
- Ocean Data Evaluation System (ODES)
- Parameter (PARM)
- Taxonomic Index File (TAXFILE)
- Water Quality System (WQS)

Reasons for Disposition:

The following changes were made in the 05/31/2010 version:

- Made minor revisions to wording in description.
- Revised transfer dates in disposition instructions for item c.
- Added transfer dates in guidance.
- Added ODES and PARM as superseded components or systems in guidance.
- Added NARA disposal authority for ODES as previously approved NARA disposal authority.

The following change was made in the 12/31/2009 version:

- Revised disposition instructions for item c to include the date range (1994-1999) for the legacy data.

The following change was made in the 10/31/2009 version:

- Revised disposition instructions for item c.
- Revised guidance.

The following changes were made in the 06/30/2009 version:

- Added applicability information to disposition items a, c and e.
- Added file closure instructions to items a and b and deleted file closure instructions for item c.
- Revised title of item e.
- Revised guidance and contact information.

This item is a major system supporting operations required by statute and regulations. Items 2 and 9 of NC1-412-81-18 were combined into one schedule item because item 2 is a component of the STORET system (item 9). Both items were previously appraised as permanent by the National Archives. ODES was previously approved as N1-412-95-4/1.

Custodians:

Office of Water, Office of Wetlands, Oceans and Watersheds, Assessment and Watershed Protection Division, Monitoring Branch

- **Contact:** Kevin Christian
- **Telephone:** 202-566-1180

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-81-18/9, N1-412-95-4/1

Entry: 01/04/1993

EPA Approval: 07/14/2009

NARA Approval: 12/10/2009