REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB	JOB NUMBER N1-4/2-09-15		
	NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				JOB NUMBER N1-4/2-09-15  DATE RECEIVED  9/9/09		
1 FROM (Agency or establishment)					NOTIFICATION TO AGENCY		
U.S. Environmental Protection Agency							
2 MAJOR SUBDIVISION							
Water					In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked □disposition not approved□ or		
3 MINOR SUBDIVISION				ame			
Headquarters					□withdrawn in column 10		
4 NAME	OF PERSON	WITH WHOM TO CONFER	5 TELEPHONE	DA1	DATE ARCHIVIST OF THE UNITED STATES		
John	n B. Ellis		202-566-1643	120			
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 4 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,							
, , ,				TITLE	TLE gency Records Officer		
				Agency			
7 Item No		8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	EPA 752 - (Drinking Water State Revolving Fund (DWSRF) Nation Information Management System (DWNIMS))						
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This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the <u>Records Help Desk</u>.

# **EPA Records Schedule 752**

Status: Draft, 09/30/2010

Title: Drinking Water State Revolving Fund (DWSRF) National Information Management System

(DWNIMS)

Program: Water

Applicability: Headquarters

Function: 108-025-03-02-02 - Monitor and Assure Public Water Supply Compliance

## 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.

• N1-412-09-15

# **Description:**

The Drinking Water State Revolving Fund (DWSRF) National Information Management System (DWNIMS) is EPA's information system for national management of the DWSRF program. The purpose is to report the status and progress of the DWSRF program. The data are also used for oversight purposes and financial analysis. Results from the data collections are presented at the Council of Infrastructure Financing Authorities (CIFA) annual conferences. All current DWSRF strategic goals are measured and updated with data from DWNIMS.

Current and proposed measures include number of loans, number of projects initiating operations, the Return on Federal Investments, the Fund Utilization Rate, and number of out-of-compliance systems brought into compliance with health-based standards. Input data is received from states and entered into the database either through a Web-portal or a spreadsheet. Output includes national, regional and state reports. Data is currently available for state fiscal years (July-June) beginning 1997.

#### **Disposition Instructions:**

Item a: Electronic software program

Nan-record

The Office of Water, Office of Ground Water and Drinking Water, Drinking Water Protection Division 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

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- Disposable
- Close when information has been transferred to the master file and verified.
- Delete after file closure.

Item c: Electronic data - Record copy

The Office of Water, Office of Ground Water and Drinking Water, Drinking Water Protection Division at Headquarters is responsible for the disposition of this item.

#### • Permanent

- Close when program is discontinued or system is terminated. While system is in operation, transfer a copy of the data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time, to the National Archives prior to migration to new system version with major changes or every 5 years, whichever occurs first.
- Transfer final data to the National Archives 6 months after system is closed.

**Item d:** Electronic copy of records transferred to the National Archives

Non-Tecord

The Office of Water, Office of Ground Water and Drinking Water, Drinking Water Protection Division at Headquarters is responsible for the disposition of this item.

- Disposable
- Close when electronic record copy is successfully transferred to the National Archives.
- Delete after file closure.

**Item e:** Output and reports

File Instruction

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

Item f: System documentation

GT25 20/11 a (2)

The Office of Water, Office of Ground Water and Drinking Water, Drinking Water Protection Division at Headquarters is responsible for the disposition of this item.

Permanent

• Close when program is discontinued or system is terminated. While system is in operation, transfer a copy, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time, to the National Archives prior to migration to new system version with major changes, or every 5 years, whichever occurs first.

• Transfer final system documentation to the National Archives 6 months after system is closed, with the electronic data (item c).

#### Guidance:

Specific legal citations include, but are not limited to:

• Safe Drinking Water Act (SDWA), Amendments of 1996

## Reasons for Disposition:

The following change was made in the 09/30/2010 version:

• Revised disposition instructions for items c and f to transfer to the National Archives every 5 years instead of every 10 years.

The retention meets EPA's business needs. The system is used for oversight purposes and financial analysis. It is also used to meet data requests from EPA, OMB, GAO, Congress, stakeholders, and the public.

#### **Custodians:**

Office of Water, Office of Ground Water and Drinking Water, Drinking Water Protection Division

Contact: Howard E. RubinTelephone: 202-564-2051

#### **Related Schedules:**

## **Previous NARA Disposal Authority:**

None

Entry: 08/01/2009

**EPA Approval:** 08/28/2009

NARA Approval: Pending