



**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 Records Help Desk.**

# 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

*Not-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~~

675 20/25

**Item b: Input**

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

**Item e: Output and reports**

File Instructions

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

**Item f: System documentation**

675 20/11a (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. Rubin
- **Telephone:** 202-564-2051

**Related Schedules:**

**Previous NARA Disposal Authority:**

None

**Entry:** 08/01/2009

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

**NARA Approval:** Pending