

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	<b>NI-412-89-1</b>
1 FROM (Agency or establishment) <b>ENVIRONMENTAL PROTECTION AGENCY</b>		DATE RECEIVED	<b>1-3-89</b>
2 MAJOR SUBDIVISION <b>REGION</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <b>WATER ENFORCEMENT PROGRAM</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER <b>THOMAS TASKER</b> <b>HAROLD WEBSTER</b>	5 TELEPHONE EXT <b>382-5911</b> <b>382-5912</b>	DATE	ARCHIVIST OF THE UNITED STATES
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary.

B. DATE <b>12/28/88</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i> Thomas Tasker	D. TITLE Agency Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1a	The Regional Enforcement Records Control Schedule is being revised to provide coverage of minor permits issued to smaller industrial and municipal facilities.  Attached is a copy of the revised Regional Enforcement Records Control Schedule for item 1a.	NCI-412-85-20	WITHDRAWN

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO

TITLE OF SCHEDULE

**ENFORCEMENT RECORDS**

COVERAGE OF SCHEDULE

**REGIONAL OFFICES**

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

NPDES Permits File - Minors. Contains records used in issuance of pollution discharge permits under the National Pollution Discharge Elimination System (NPDES) program. Minor permits issued to smaller industrial and municipal facilities. Secondary industries (farms, car washes, factories (not heavy work) non-domestic sewage (restaurants, gas stations, private homes) etc.

PAPER RECORD SYSTEM

Retention: Retain 5 years.

Disposition: Break file when permit expires. Keep in office 6 months, then transfer to the FRC. Destroy when 5 years old.

MICROGRAPHIC RECORD SYSTEM

Retention:

a. Paper Records. Retain until conversion to microform has been completed.

b. Microform Copy (Official Record Copy). Retain 5 years.

Disposition:

a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy.

b. Microform Copy (Official Record Copy). Break file when permit expires. Keep in office 6 months, then transfer to the FRC. Destroy when 5 years old.

c. Other Microform Copies. Destroy when no longer needed.

RECORDS MANAGEMENT MANUAL