INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-94-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-412-07-058.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | LEAVE BLANK (NARA use only) JOB NUMBER A 11 - 41 2 · 94 - 1 |
|--|--|
| ^{TO:} NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | DATE RECEIVED |
| 1. FROM (Agency or establishment) U.S. Environmental Protection Agency | NOTIFICATION TO AGENCY |
| 2. MAJOR SUBDIVISION | In accordance with the provisions of 44 |
| Office of Water | U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition |
| 3. MINOR SUBDIVISION Off_of Wastewater Enforcement and Compliance | not approved" or "withdrawn" in column 10. |
| 4. NAME OF PERSON ATTA WHOM TO CONFER 5. TELEPHONE | DATE ARCHIVIST OF THE UNITED STATES |
| Michael L. Miller 202-260-5911 | 11-1-96 Add W. Cal |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters I and that the records proposed for disposal on the attached <u>3</u> pag of this agency or will not be needed after the retention periods spect the General Accounting Office, under the provisions of Title 8 of the Agencies, XX is not required; is attached; or DATE SIGNATURE OF AGENCY DEPRESENTATIVE TITLE INITIG2 WIChael L. Miller Matter Agence | e(s) are not now needed for the business cified; and that written concurrence from |
| | |
| 7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO. | 9. GRS OR 10. ACTION SUPERSEDED TAKEN (NARA JOB CITATION USE ONLY) |
| Records of the NEEDS Survey Multi Millu. 5114 Records Africu, concurs with servicing as proposed 10/8/96. C. Jun Sedling, NIRC | |
| 115-109 NON - 7 1996 MAR Copy to: agency, NNX NOV - 7 1996 MAR Copy to: MOR, NCF | STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228 |

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U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Needs Survey

PROGRAM: Water

EPA SERIES NO: 405A

NARA SCHEDULE NO. N1-412-94-1 (Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: The Needs Survey is an automated inventory of all existing or proposed publicly owned treatment works (POTWs) needing construction or renovation to meet the requirements of the Clean Water Act. The Survey is a joint effort of EPA and the States to assess the capital investment required to build or improve municipal wastewater treatment facilities. Includes information on locations and characteristics, construction cost estimates and how they are documented, populations served by collection and treatment, flow capacity, effluent characteristics, and treatment processes. Information is collected and/or updated every two years from each State and used to compile the biennial Needs Survey Report to Congress. Survey information is available for 1984, 1986, 1988, and 1990 and available to the public.

Records can be divided into a number of major components:

a. Needs Survey program file - Consists of documentation of survey development. Includes contracts for assistance, pilot study, development of questionnaires, procedures for conduct of survey, weekly status reports, analysis of results, and allocation formulas.

b. Final Report to Congress - Consists of biennial report to Congress.

c. Questionnaires - Consists of completed questionnaires.

d. Data Base - Consists of data from survey questionnaires.

ARRANGEMENT: Arrangement varies by type of record.

TYPE OF RECORDS:SPECIFIC RESTRICTIONS:Data files, forms, publications,NonereportsNone

MEDIUM: Paper, forms, electronic VITAL RECORD: No

FUNCTIONS SUPPORTED: Program operations

SPECIFIC LEGAL REQUIREMENTS: Clean Water Act, as amended, Sections 205(a) and 516(b)(1)

EPA SERIES NO. 405A

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| DIS | POSITION INFORMATION: | |
|-----|-----------------------|----------------------------|
| FIN | AL DISPOSITION: | TRANSFER TO FRC PERMITTED: |
| a. | Disposable | Yes |
| b. | Permanent | Yes |
| c. | Disposable | No |
| d. | Permanent | No |

FILE BREAK INSTRUCTIONS:

a and b. Break file at completion of study.

Break file upon transfer of data to electronic format. c.

d. Break file at completion of study.

DISPOSITION INSTRUCTIONS:

a. Keep in office 2 years after file break, then retire to the FRC. Destroy when 10 years old.

b. Keep in office 1 year after file break, then retire to the FRC. Keep in FRC 20 years, then transfer to the National Archives in 6 year blocks.

c. Keep in office 2 years after file break, then destroy.

d. Transfer a copy of the final data in an ASCII flat file format on either 9 track new or recertified tape or IBM 3480 cartridges, together with current documentation (such as data manual, file specifications, code translations, record layouts, user guides, or data dictionary) to the National Archives when data are made available to the public. every two years when the data are submitted to the National Technical Information Service (NTIS) for public distribution.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Related records in items 18 and 19 of NC1-412-85-6 have been combined into one item. Disposition previously approved by the National Archives is unchanged.

AGENCY-WIDE GUIDANCE: The Industrial Facilities Discharge (IFD) File is scheduled as EPA 444A.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

| CUSTODIAL INFORMATION: CONTROLLING UNIT: | CONTACT POINT: | | |
|---|-------------------------|--|--|
| Name: Office of Wastewater Enforcement and Compliance, Municipal Support Division | Name: Len Fitch | | |
| Location: | Mail Code: 4204 | | |
| Inclusive Dates: 1970- | Telephone: 202-260-5858 | | |
| olume on Hand (Feet): Office: OWEC/MSD | | | |
| Annual Accumulation: 25,000 records annually | Room: 2606 NE Mall | | |

CONTROL INFORMATION: RELATED ITEMS: EPA 444A

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EPA SERIES NO. 405A

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PREVIOUSLY APPROVED BY NARA SCHEDULE NOS: NC1-412-85-6/18ab, NC1-412-7-7-1, 14cm 15

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| Approval | Approval | Entry | Last |
|----------|-----------|----------|----------|
| Date EPA | Date NARA | Date | Modified |
| 8/4/86 | 12/9/86 | 12/28/92 | 3/3/95 |