# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-058.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

			LEAVE BLANK (NARA	luce entry	
REQUEST FOR RECORDS DISPOSITION AUTHORITY			B NUMBER O. /	- use only)	
(See Instructions on reverse)			S1-412-94-1		
<sup>TO:</sup> NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 10-7-93		
1. FROM (Agency or establishment) U.S. Environmental Protection Agency			NOTIFICATION TO AGENCY		
2. MAJOR SUBDIVISION			In accordance with the pro		
Office of Water			U.S.C. 3303a the disposit including amendments, is app	proved except	
3. MINOR SUBDIVISION			for items that may be marked not approved" or "withdrawn"	disposition	
Off of Wastewater Enforcement and Compliance 4. NAME OF TERSON WILL WHOM TO CONFER 5. TELEPHONE				E UNIXAD STATES	
4. NAME OF THE SURFACE WHOM TO CONFER S. TELEPHONE				) / J / STATES	
Michael L. Miller 202-260-59	911		-1-96 John W	· Call	
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					
10/7/93 (Michael L. Millef					
7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSED NO.	SITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
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115-109

NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

NOV - 7 1996 MAN Copy to: agency UNX DRAFT OF 3/3/95

## 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, None

reports

MEDIUM: VITAL RECORD:

Paper, forms, electronic No

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

Clean Water Act, as amended, Sections 205(a) and 516(b)(1)

## EPA SERIES NO. 405A

DISPOSITION INFORMATION:

FINAL 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.

- c. Break file upon transfer of data to electronic format.
- 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 Patimal 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 Name: Len Fitch

Enforcement and Compliance, Municipal Support Division

Location: Mail Code: 4204

Inclusive Dates: 1970- Telephone: 202-260-5858

Volume on Hand (Feet): Office: OWEC/MSD

Annual Accumulation: 25,000 Room: 2606 NE Mall

records annually

CONTROL INFORMATION:
RELATED ITEMS: EPA 444A

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EPA SERIES NO. 405A

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS: NC1-412-85-6/18ab, NC1-4/2-7-1, 14cm /5

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