

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)			
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-412-97-3</i>	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		DATE RECEIVED <i>1-30-97</i>	
2. MAJOR SUBDIVISION Various		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Rachel Vanwingen	5. TELEPHONE 202-260-9709	DATE <i>11-3-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <u>5</u> 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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 1/3/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael L. Miller</i>	TITLE Agency Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached EPA Records Schedules for selected Agency-wide and Laboratory records. 479A 499L		

DRAFT OF 5/15/97

U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Water Pollution Lab Performance Evaluation Studies (WP)

PROGRAM: Research and Development

EPA SERIES NO: 479A

NARA SCHEDULE NO. N1-412-97-3
(Use this number to retire records to the FRC)

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: The Water Pollution Lab Performance Evaluation Studies (WP) system contains data from water supply studies. In these studies, participating laboratories analyze a series of synthetic drinking water samples that are unknown to them, but have known concentrations. The objective of these studies is to establish the quality assurance background necessary to evaluate the performance of drinking water labs. The update cycle is semiannual.

ARRANGEMENT:

TYPE OF RECORDS:
Reports, printouts, data files

SPECIFIC RESTRICTIONS:

MEDIUM:
Electronic, paper, forms

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 479A

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Electronic software program:
Disposable

b. Input: Disposable

c. Electronic data: Disposable

d. Output and reports

e. Supporting documentation:
Disposable

TRANSFER TO FRC PERMITTED:

No

No

No

Dependent on related records

Yes

FILE BREAK INSTRUCTIONS:

a. Break file when superseded by routine software updates.

b. Break file according to instructions for EPA 171A - Input/Source Records.

c. Break file when superseded.

d. Break file according to instructions for related records.

e. Break file when superseded.

DISPOSITION INSTRUCTIONS:

a. Delete when superseded by routine software program updates and quality assurance check completed or when no longer needed.

b. Follow disposition instructions for EPA 171A - Input/Source Records.

c. Maintain individual records at least 2 years after completion of action, then delete when no longer needed.

d. Follow disposition instructions for related records.

e. Keep in office up to 2 years after file break, then retire to FRC.
Destroy when 15 years old.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records support program operations and retention meets administrative needs.

AGENCY-WIDE GUIDANCE:

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: ORD/NERL

Location: Cincinnati

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Paul Britton

Mail Code: MLK-525

Telephone: 513-569-7216

Office: National Water Quality
Assurance Research Branch

Room:

EPA SERIES NO. 479A

CONTROL INFORMATION:
RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		5/27/93	5/15/97