

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)		JOB NUMBER <u>N1-412-99-6</u>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <u>10-13-98</u>	
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Air and Radiation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Van Wingen			
5. TELEPHONE (202) 260-9709		DATE <u>4-27-00</u> ARCHIVIST OF THE UNITED STATES <u>[Signature]</u>	
<b>6. AGENCY CERTIFICATION</b> 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>3</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;"> <span><input checked="" type="checkbox"/> is not required;</span> <span><input type="checkbox"/> is attached; or</span> <span><input type="checkbox"/> has been requested</span> </div>			
DATE 9/24/98	SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u> Rachel Van Wingen	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 GRS OR SUPERSEDED JOB CITATION	10.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 U.S. EPA Records Control Schedule 494A.		

*Agency Name*

# EPA Records Schedule 494

**Status:** Final, 04/30/2007

**Title:** Trends Report (TRRP)

**Program:** Air

**Applicability:** Agency-wide, with exceptions

**Function:** 108-023-01 - Air Monitoring and Forecasting

## 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.

- N1-412-99-6

## Description:

The Trends Report (TRRP) system provides standard national reports used to prepare the annual "National Air Quality and Trends Report." The system is also used to set new air quality standards, and determine impacts of new standards and other air regulations. It uses standard Aerometric Information Retrieval System (AIRS) data retrieval programs to acquire AIRS data on NAMS (national air monitoring station) and SLAMS (state/local air monitoring station) siting, air quality concentrations, and 50 to 100 small statistical packages (SAS) programs to perform ad hoc statistical analyses.

## Disposition Instructions:

**Item a:** Electronic software program

To be used only by the Office of Air and Radiation, Air Quality Trends at Headquarters.

- **Disposable**
- Destroy when no longer needed to ensure access to and use of the electronic records throughout the authorized retention period..

**Item b:** Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

**Item c:** Electronic data

To be used only by the Office of Air and Radiation, Air Quality Trends at Headquarters.

- **Disposable**
- Destroy 1 year after data is superseded.

**Item d:** Output and reports

- **Varies**
- Close when Trends Report sent to NTIS for distribution.
- File with related records and follow instructions for related records.

**Item e:** Supporting documentation

To be used only by the Office of Air and Radiation, Air Quality Trends at Headquarters.

- **Disposable**
- Destroy when 15 years old.

**Guidance:**

The Trends Report is retained according to the disposition instructions for EPA 250 for publications and promotional items.

The Aerometric Information Retrieval System (AIRS) is scheduled as EPA 496.

**Reasons for Disposition:**

This system supports various reporting functions for the Air program and is used to produce the Agency's "National Air Quality and Emissions Trends Report." It is also used for trend assessments and development of regulations and standards.

**Custodians:**

Office of Air and Radiation, Emissions Monitoring and Analysis Division, Air Quality Trends

- **Contact:** David Mintz
- **Telephone:** 919-541-5224

**Related Schedules:**

EPA 171, EPA 250, EPA 496

**Previous NARA Disposal Authority:**

**Entry:** 06/05/1993

**EPA Approval:** 09/24/1998

**NARA Approval:** 04/27/2000