

14 3 2 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-412-82-7
DATE RECEIVED	December 3, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-20-82 Date	<i>[Signature]</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)  
Environmental Protection Agency

2 MAJOR SUBDIVISION  
Management and Organization Division

3 MINOR SUBDIVISION  
Administrative Management Branch (PM-213)

4. NAME OF PERSON WITH WHOM TO CONFER  
Thomas Tasker

5 TEL EXT  
755-0840

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 11/17/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Harold R. Masters	E TITLE Chief, Admin. Management Branch (PM-213)
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
Appendix D, Schedule 2, Items 22 through 26	The Regional Air and Hazardous Materials Program Records Control Schedule is being amended to provide coverage of RCRA records created by implementing the Resource Conservation and Recovery Act (RCRA).  Attached is a copy of the EPA Records Control Schedule for this series of records.		

*no mass data change required*

*Closed Out: 5-6-82: KTD*

*Copy to Agency, NNF & All FCCs*

*5 items*

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

SCHED NO

2

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
AIR AND HAZARDOUS MATERIALS PROGRAM RECORDS		REGIONAL OFFICES
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
22.	<u>Program Management Files</u> . Contains records pertaining to policy and program development of all air and hazardous materials programs. Records consist of correspondence and reports relative to policy and programs, interagency activity, research, manpower planning, and other related materials.	<p><u>Retention</u>: Retain 10 years.</p> <p><u>Disposition</u>: Break file at end of 2 years. Keep in office for 2 years, then transfer to the Federal Records Center. <del>Keep in FRC for 8 years then destroy</del> <b>DESTROY WHEN 10 YEARS OLD</b> MH</p>
23.	<u>State Hazardous Waste Program File</u> . Includes records that document a State operated hazardous waste program. Records consist of application request to operate the State program in lieu of the Federal program, (background and supporting documentation), review and evaluation of State application, authorization to State, evaluation and oversight of State Program, and related correspondence between EPA and the State, cooperative arrangement between State and EPA where authorization has not been given to a State, monitoring of grant expenditures by State, guidance to State on Federal financial requirements, advice to State to add or delete a hazardous waste from the list of hazardous wastes.	<p><u>Retention</u>: Retain 5 years.</p> <p><u>Disposition</u>: Break file when program is discontinued. Keep in office for 2 years, then transfer to the Federal Records Center. <del>Keep in FRC for 3 years then destroy</del> <b>DESTROY WHEN 5 YEARS OLD</b> MH</p>
24.	<u>Hazardous Waste Technical Material</u> . Contains technical material relating to hazardous wastes, standards for generators, transporters, and owners/operators of treatment, storage, and disposal facilities, which are used in technical evaluations. Records consist of technical reference publications, manuals, and other technical materials used in technical evaluations.	<p><u>Retention</u>: Retain until superseded.</p> <p><u>Disposition</u>: Break file when superseded. Keep in office for 1 year then destroy.</p>
25.	<u>RCRA Training Material</u> . Contains records used by regional personnel to conduct training programs for State personnel. Records consist of instructional materials, participant rosters, manuals, and other training aids and materials.	<p><u>Retention</u>: Retain 1 year.</p> <p><u>Disposition</u>: Break file when material is superseded. Keep in office for 1 year then destroy.</p>
26.	<u>State Solid Waste Management Plans</u> . Includes records that document a State Solid Waste Management Plan for closing existing or upgrading open dumps. Records consist of a copy of the proposed State solid waste management plan, review and evaluation of plan, correspondence between the State and EPA, public notice announcing receipt of plan, public comments, public notice announcing approval of plan, copy of approved plan, and other related records.	<p><u>Retention</u>: Retain 5 years.</p> <p><u>Disposition</u>: Break file when State Program is discontinued. Keep in office for 1 year, then transfer to the Federal Records Center. <del>Keep in FRC for 4 years then destroy</del> <b>DESTROY WHEN 5 YEARS OLD</b></p>

RECORDS MANAGEMENT MANUAL