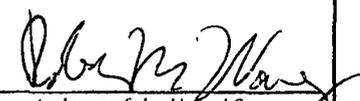


**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-412-83-4	
DATE RECEIVED 2-1-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-15-83 <i>Date</i>	 <i>Archivist of the United States</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)

Environmental Protection Agency

2 MAJOR SUBDIVISION

Regional Air Program

3 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker

5 TEL EXT

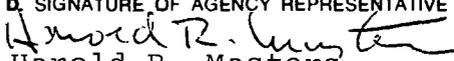
382-5911

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 4 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 <u>1/24/83</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE  Harold R. Masters	E. TITLE Chief, Records Management Staff
---------------------------	---	---

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
31 - 33	<p>The Regional Air and Hazardous Program Records Control Schedule is being amended to:</p> <ul style="list-style-type: none"> <li>- Add a new item 31, Prevention of Significant Air Quality Deterioration (PSD) Non-applicability Files. This item contains records that document the decisions relating to the PSD non-applicability determination.</li> <li>- Add a new item 32, Prevention of Significant Air Quality Deterioration (PSD) Permit Files. This item contains records that document the issuance of air pollution permits under the PSD Program.</li> <li>- Add a new item 33, State Prevention of Significant Air Quality Deterioration (PSD) Program Files. This item contains records that document a State operated PSD permitting program.</li> </ul>	Appendix D Schedule 2	
<i>Mass Data Change sheet not required 12 items</i>			

*Agency sent 11-17-83 by DMW.  
All FR's sent 11-22-83 by DMW.*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
31 - 33	<p>Regional Air and Hazardous Program Records Control Schedule (continued)</p> <p>The schedule is also being amended to provide for either a paper record system or a micro-graphic record system. Coverage for both media of records is necessary because some regions have begun to microfilm these records.</p> <p>Attached is a copy of the EPA Records Control for the three series of records.</p>	Appendix D Schedule 2	

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

SCHED NO

2

TITLE OF SCHEDULE

AIR AND HAZARDOUS MATERIALS PROGRAM RECORDS

COVERAGE OF SCHEDULE  
REGIONAL OFFICES

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

31. Prevention of Significant Air Quality Deterioration (PSD) Non-applicability Files. Contains records that document the decisions relating to the PSD non-applicability determination. Records consist of source data and request for non-applicability determination, related correspondence between State and EPA, technical evaluation and EPA determination.

PAPER RECORD SYSTEM

Retention: Retain 5 years.

Disposition: Break file upon issuance of non-applicability determination. Keep in office for 1 year, then transfer to the Federal Records Center. Destroy when 5 years old.

MICROGRAPHIC RECORD SYSTEM

Retention:

- a. Paper Records. Retain until conversion to microform has been completed.
- b. Microform Copy (Official Record Copy). Retain 5 years.

Disposition:

- a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy.
- b. Microform Copy (Official Record Copy). Break file upon issuance of non-applicability determination. Keep in office for 1 year, then transfer to the Federal Records Center. Destroy when 5 years old.
- c. Other Microform Copies. Destroy when no longer needed.

32. Prevention of Significant Air Quality Deterioration (PSD) Permit Files. Contains records used in issuance of air pollution permits under the Prevention of Significant Air Quality Deterioration (PSD) Program. Permits issued to municipal, State, industrial and Federal air pollution sources by EPA regional offices. Records consist of application for permit; correspondence with applicant and State agency; technical, monitoring, and modeling analyses; copy of public notice and comments; copy of preliminary determination; copy of summary reports and technical support document; copy of the final determination; and copy of the final PSD permit with conditions. Also, includes copies of permit revisions, extensions, and other related records. Note: PSD files on sources which have been closed

PAPER RECORD SYSTEM

Retention: Retain 5 years.

Disposition: Break file when facility ceases to be operable as permitted or is permanently shut down. Keep in office for 1 year, then transfer to the Federal Records Center. Destroy when 5 years old.

MICROGRAPHIC RECORD SYSTEM.

Retention.

- a. Paper Records. Retain until conversion to microform has been completed.

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

SCHED NO

TITLE OF SCHEDULE

AIR AND HAZARDOUS MATERIALS PROGRAM RECORDS

COVERAGE OF SCHEDULE

REGIONAL OFFICES

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

or which have not emitted pollutants for a period of five years may be retained if the potential for air pollutant emissions has not been eliminated, i.e., process equipment for facilities have not been dismantled or removed from the site.

b. Microform Copy (Official Record Copy). Retain 5 years.

Disposition:

a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy.

b. Microform Copy (Official Record Copy). Break file when facility ceases to be operable as permitted or is permanently shut down. Keep in office for 1 year, then transfer to the Federal Records Center. Destroy when 5 years old.

c. Other Microform Copies. Destroy when no longer needed.

PAPER RECORD SYSTEM

Retention: Retain 5 years.

Disposition: Break file when facility ceases to be operable as permitted or is permanently shut down. Keep in office for 1 year, then transfer to the Federal Records Center. Destroy when 5 years old.

MICROGRAPHIC RECORD SYSTEM

Retention:

a. Paper Records. Retain until conversion to microform has been completed.

b. Microform Copy (Official Record Copy). Retain 5 years.

Disposition:

a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness.

b. Microform Copy (Official Record Copy). Break file when facility ceases to be operable as permitted or is permanently shut down. Keep in office for 1 year, then transfer to the Federal Records Center. Destroy when 5 years old.

c. Other Microform Copies. Destroy when no longer needed.

33. State Prevention of Significant Air Quality Deterioration (PSD) Program Files. Contains records that document a State operated PSD permitting program. Records consist of the permit application; State's technical evaluation, preliminary determination and recommendation to EPA; EPA comments, public notice, public comments; final PSD permit with conditions; and related documents.

RECORDS MANAGEMENT MANUAL