

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U. S. Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Environmental Information	
3. MINOR SUBDIVISION Office of Information Analysis and Access - TRI Program Division	
4. NAME OF PERSON WITH WHOM TO CONFER  Chris O'Donnell	5. TELEPHONE  202-566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-412-04-11</i>	
DATE RECEIVED <i>7-20-2004</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>1-14-05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 4 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,

is not required;  is attached; or  has been requested.

DATE <i>7/6/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris O'Donnell</i>	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	EPA 153 - <del>Toxics</del> <i>Release</i> Inventory System (TRI)  <i>cc Agency D WME</i>		

# EPA Records Schedule 153

**Status:** Final, 06/30/2008

**Title:** TRI Processing System (TRIPS)

**Program:** Environmental Information

**Applicability:** Agency-wide

**Function:** 108-025-06-02 - Manage Toxic Substances

## 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.

- N1-412-04-11

## Description:

The TRI Processing System (TRIPS) was established under the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) and expanded by the Pollution Prevention Act of 1990. The inventory contains information on toxic chemical releases and other waste management activities reported annually by certain covered industry groups as well as federal facilities. Data include chemical identity, amount of on-site users, releases and off-site transfers, including publicly-owned treatment works (POTWs), on-site treatment, and minimization/prevention actions. Also contains data collected via EPA Form 9350-1, Toxic Chemical Release Inventory Reporting Form, trade secret claims made by submitters, and submissions received in both paper and electronic format. Output and reports are used by citizens and community organizations, national organizations, businesses, and educational institutions, as well as EPA. EPA uses the data for a wide variety of activities, including targeting environmental problems, compliance and enforcement, and risk assessment.

## Disposition Instructions:

**Item a:** Input - Electronic submissions with electronic signatures and electronic data extracted from paper submissions

The Office of Environmental Information, Office of Information Analysis and Access, TRI Program Division is responsible for the disposition of this item.

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

**Item b:** Input - Paper submissions

The Office of Environmental Information, Office of Information Analysis and Access, TRI Program Division is responsible for the disposition of this item.

- **Disposable**
- Close after information is entered into the electronic system and verified.
- Destroy when 8 years old.

**Item c: Trade secret claims**

The Office of Environmental Information, Office of Information Analysis and Access, TRI Program Division is responsible for the disposition of this item.

- **Permanent**
- Close every 5 years.
- Transfer to the National Archives when most recent record is 15 years old. If any claims are submitted in electronic form, produce a paper copy to serve as the record copy and delete the electronic copy when no longer needed.

**Item d: Trade secret claims - Tracking system (Automated Ledger Function (ALF))**

The Office of Environmental Information, Office of Information Analysis and Access, TRI Program Division is responsible for the disposition of this item.

- **Disposable**
- Delete when obsolete or no longer needed.

**Item e: TRIPS electronic software program**

The Office of Environmental Information, Office of Information Analysis and Access, TRI Program Division is responsible for the disposition of this item.

- **Disposable**
- For each major version change, maintain current version following procedures required in NTSD's policies and procedures. For any routine software updates, delete software after quality assurance check is performed.

**Item f: TRIPS electronic data**

The Office of Environmental Information, Office of Information Analysis and Access, TRI Program Division is responsible for the disposition of this item.

- **Permanent**
- Transfer to the National Archives annually, as specified in 36 CFR 1228.270 or standards applicable

at the time.

**Item g:** TRIPS output and reports

- **Varies**
- File with related records and follow instructions for the related records.

**Item h:** TRIPS system documentation

The Office of Environmental Information, Office of Information Analysis and Access, TRI Program Division is responsible for the disposition of this item.

- **Permanent**
- Transfer to the National Archives those records necessary to document how the system captures, manipulates, and outputs data to the National Archives. Transfer the documentation with the electronic data (item f).

**Guidance:**

The Chemical Update System (CUS) is scheduled as EPA 273. See EPA 088 - Bibliographic and Reference Systems for the EPCRA Targeting System (ETS), and EPA 371 for TSCA Chemical Inventory File.

Specific legal citations include:

- SARA Title III - Emergency Planning and Community Right-To-Know Act of 1986, Section 313, 42 U.S.C. 11023
- Pollution Prevention Act of 1990, 42 U.S.C. 13101 et seq.
- 40 CFR Part 372

**Reasons for Disposition:**

The following changes were made in the 06/30/2008 version:

- Revised title of schedule and disposition items e, f, g and h.
- Revised wording of disposition item a.
- Added wording about applicability for disposition items a-f and h.
- Updated contact information.

This item is a major system supporting operations required by statute and regulations for compliance and enforcement. This item combines EPA series 272 (NC1-412-88-3/19) which was previously appraised as permanent, and the input records covered in EPA series 224, scheduled as N1-412-95-7/3. The TRI data is primarily received and captured in electronic format, including electronic signatures, however, some submissions are still received in paper. The program office recommends an 8-year retention for the paper submissions so that the signatures are available for administrative and legal purposes. The retention for the data in the TRI electronic system has not changed. Disposition instructions for the trade secret claims tracking system, which is used to track submissions of trade secret claims, has been added.

Item i for electronic copies created with word processing and electronic mail applications was deleted 08/16/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Environmental Information, Office of Information Analysis and Access, TRI Program Division

- **Contact:** Peggy Bagnoli
- **Telephone:** 202-566-1230

**Related Schedules:**

EPA 088, EPA 273, EPA 371

**Previous NARA Disposal Authority:**

NC1-412-88-3/19, N1-412-95-7/3

**Entry:** 01/05/1993

**EPA Approval:** 07/06/2004

**NARA Approval:** 01/14/2005