

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-26</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-8-2007</i>	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		<p style="text-align: center;">NOTIFICATION TO AGENCY</p> <p>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 Adisposition not approved or Awithdrawn in column 10.</p>	
2. MAJOR SUBDIVISION Toxic Substances			
3. MINOR SUBDIVISION Headquarters			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE <i>3/19/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</i>
<p>6. AGENCY CERTIFICATION</p> <p>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>2</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,</p> <p><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE <i>12/19/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John B. Ellis</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 GRS OR SUPERSEDED JOB CITATION	10.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)

TSCA Section 13 Imports

N1-412-01-12

SA 3/19/08 copies sent to Agency, NWMD, NWME, NWMW, NR

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 248

Status: Development, 12/12/2006

Title: TSCA Section 13 Imports

Program: Toxic Substances

Applicability: Headquarters

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). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

Description:

Records contain documents from various companies concerning the importation of a chemical substance or mixtures regulated under the Toxic Substances Control Act. Most of the current documents maintained by the EPA consist primarily of certification statements and correspondence from various companies documenting the receipt of shipment as well as certification of compliance.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records at end of each fiscal year. Destroy 5 years after file closure.

Guidance:

The offices of record for files governed by this schedule are the Non-Confidential Information Center (NCIC) and the Confidential Business Information Center (CBIC).

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

The Secretary of the Treasury works in consultation with the EPA Administrator if a chemical substance, mixture, or article is refused entry into the customs territory of the United States.

Early records associated with Section 13 primarily document development of the rule. EPA 149 -

Regulations, Standards, and Guidelines, and EPA 150 - Dockets can be used to disposition these types of records.

Specific legal citations include:

- Toxic Substances Control Act, as amended, Sec. 13
- 40 CFR Part 707

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Pollution Prevention and Toxics, Chemical Control Division

- **Contact:** Dave R. Williams
- **Telephone:** 202-564-8179

Related Schedules:

EPA 149, EPA 150

Previous NARA Disposal Authority:

N1-412-01-12

Entry: 04/25/1995

EPA Approval: Pending

NARA Approval: Pending