

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

EPA Records Schedule 436

Status: Draft, 03/31/2008

Title: National Contaminant Occurrence Database (NCOD)

Program: Water

Applicability: Headquarters

Function: 108-025-03-02 - Management of Public Water Systems

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.

- N1-412-08-2

Description:

The National Contaminant Occurrence Database (NCOD) includes data used to identify contaminants on the Candidates Contaminant List (CCL). The data is used to determine whether to develop drinking water standards for a particular contaminant and to develop standards for the contaminants that the Agency selects. The information comes from a number of sources, including public water systems and source (ambient) water data. For public systems, the database holds historical data on regulated and unregulated contaminants. The data is available to the public.

The Safe Drinking Water Accession and Review System (SDWARS) serves as the input to NCOD, and is scheduled as EPA 253.

Disposition Instructions:

~~Item a: Electronic software program~~

Nonrecord

~~This item is to be used only by the Office of Water, Office of Ground Water and Drinking Water at Headquarters.~~

- **Disposable**
- Close when no longer needed to ensure access to and use of the electronic records throughout the authorized retention period.
- Delete after file closure.

Item b: Input

- **Disposable**
- Close when information has been transferred and verified.
- Delete after file closure.

Item c: Electronic data

This item is to be used only by the Office of Water, Office of Ground Water and Drinking Water at Headquarters.

- **Disposable**
- Beginning in 2007, close when each 5 year cycle is concluded.
- Delete 5 years after file closure.

Item d: Output and reports

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

Item e: System documentation

This item is to be used only by the Office of Water, Office of Ground Water and Drinking Water at Headquarters.

- **Disposable**
- Close when superseded or obsolete, or upon authorized deletion of the related system.
- Follow instructions for EPA 304 - System Documentation, item a(1).

Guidance:

See EPA 253 for SDWARS. Records related to the development of regulations, standards, and guidelines are covered by EPA 149 and dockets by EPA 150.

Legal citations include, but are not limited to:

- Safe Drinking Water Act, as amended, Section 1445(a)(2)
- 40 CFR 141.24-141.40

Reasons for Disposition:

The following changes were made in the 03/31/2008 version:

- Added file closure instructions and revised disposition instructions for items a, b and e.

The Safe Drinking Water Act requires the collection of this data. NCOD is a subset of the Safe Drinking Water Accession and Review System (SDWARS), scheduled as EPA 253. Retention meets EPA's business needs.

Item f for electronic copies created with word processing and electronic mail applications was deleted 08/14/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Water, Office of Ground Water and Drinking Water

- **Contact:** Roger Howard
- **Telephone:** 202-564-9907

Related Schedules:

EPA 149, EPA 150, EPA 253

Previous NARA Disposal Authority:

None

Entry: 04/24/2006

EPA Approval: 09/13/2007

NARA Approval: Pending

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Program: Water

Applicability: Headquarters

Function: 108-025-03-02 - Management of Public Water Systems

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- Pending

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The Safe Drinking Water Accession and Review System (SDWARS) serves as the input to NCOD, and is scheduled as EPA 253.

Disposition Instructions:

Item a: Electronic software program

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

Item b: Input

- Disposable
- Delete when data has been transferred and verified.

*Superseded by version
of 3/31/2008
See Sybil's email of 3/10/08*

Item c: Electronic data**• Disposable**

- Beginning in 2007, close at the end of 5 years and every 5 years thereafter.
- Delete 5 years after file closure.

Item d: Output and reports**• Disposable**

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

Item e: System documentation**• Disposable**

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

Guidance:

See EPA 253 for SDWARS. Records related to the development of regulations, standards, and guidelines are covered by EPA 149 and dockets by EPA 150.

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