

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 Environmental Protection Agency

2. MAJOR SUBDIVISION
 Various

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Rachel Van Wingen

5 TELEPHONE
 (202) 260-9709

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-412-98-5

DATE RECEIVED
 09/03/98

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
 4-2-99

ARCHIVIST OF THE UNITED STATES
John W. Paul

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 3 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
 8/27/98

SIGNATURE OF AGENCY REPRESENTATIVE
Rachel Van Wingen
 Rachel Van Wingen

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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached U.S. EPA Records Control Schedule 236R		

APR 21 1999
copy to Agency NRE

DRAFT OF 10/27/98
U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Permit Appeal Files

PROGRAM: All Programs

EPA SERIES NO: 236

AGENCY FILE CODE: PERM 236

NARA DISPOSAL AUTHORITY: N1-412-98-5
(Use this number to retire records to the FRC)

APPLICABILITY: Regions

IDENTIFYING INFORMATION:

DESCRIPTION: Contains records used to document the appeal process of permits issued by EPA regional offices. Includes copies of the administrative record, requests for evidentiary hearings, responses and/or petitions for review and responses, reply briefs, hearing transcripts, research, settlement records, orders, motions and final decisions of the Regional Administrator, Administrative Law Judge and/or Evidentiary Appeal Board.

ARRANGEMENT: Arranged by site or facility.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Enforcement Sensitive Information

MEDIUM:

Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:

Permitting

SPECIFIC LEGAL REQUIREMENTS:

Clean Water Act, as amended, Sections 402, 404

Clean Air Act, as amended, Section 502

Resource Conservation and Recovery Act, as amended, Section 3005

Safe Drinking Water Act, as amended, Sections 1401, et seq.

40 CFR 52

40 CFR 123

40 CFR 144

40 CFR 270

40 CFR 122

40 CFR 124

40 CFR 220

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

b. Electronic version created
with office automation
applications: Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS:

Break file when final decision on appeal is handed down.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office up to 2 years after file break, then
retire to FRC. Destroy when 10 years old.

b. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: A 10 year retention for routine appeals ensures that
at least one permit renewal cycle is completed prior to destruction of the
records and allows review of any previous appeals.

AGENCY-WIDE GUIDANCE: This schedule covers records maintained in the Office
of Regional Counsel who is responsible for maintaining the record copy and
implementing the disposition. If program offices other than Regional Counsel
are responsible for maintenance of the record copy, they are maintained for
the same length of time as stated in the disposition instructions.

Cases which may be landmark or precedent-setting are covered in EPA 126 -
Program Development Files of the Regional Offices. Examples of possible
landmark status would be cases which significantly alter the way EPA does
business or caused a new law or regulation to be developed which altered the
way EPA does business.

Copies of these records may be filed with other records series (for example,
with permits) and destroyed with those files or when no longer needed. All
other copies may be destroyed when no longer needed.

See EPA 205 for Permits for programs other than RCRA, and EPA 478 for RCRA.

If the official records are maintained in an electronic recordkeeping system,
apply disposition a.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units

CONTACT POINT:

Name:

Name:

Location:

Mail Code:

Inclusive Dates:

Telephone:

Volume on Hand (Feet):

Office:

**Annual Accumulation:
(feet or inches)**

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 126, EPA 205, EPA 478

**PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:**

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		10/6/94	10/27/98