

22 Sep 81/14

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-412-82-4	
DATE RECEIVED September 22, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-25-82 Date	<i>[Signature]</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2 MAJOR SUBDIVISION
Management and Organization Division

3 MINOR SUBDIVISION
Administrative Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Thomas Tasker

5 TEL EXT
755-0840

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 2 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 4/30/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Harold R. Masters	E. TITLE Chief, Admin. Management Branch (PM-213)
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1-7	The attached records control schedules provide series descriptions and retention and disposition provisions for Region IV's machine-readable records.		

No mass data change required.

*Closed Out: 3-23-82: K.T.D.
Copy to YNC, NNF, NNR & Agency*

7 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE	COVERAGE OF SCHEDULE	
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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<p><u>Carolina Inventory.</u> PURPOSE - The Carolina Inventory is used for providing data management capability to general facility data used in the NPDES permits program, 208 planning activities, wastewater treatment operations and maintenance program.</p> <p>SCOPE - It contains an inventory of all municipal and non/municipal pollution discharges in states of NC & SC.</p>	<p><u>Retention:</u> Retain 15 years after completion of survey.</p> <p><u>Disposition:</u> Break file upon completion or termination. Store tapes at Data Center Tape Library for 3 years, then transfer to the FRC. Keep in FRC for 12 years, then destroy.</p>

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE	COVERAGE OF SCHEDULE	
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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
2.	<p><u>Compliance Data System.</u> PURPOSE - The system is used to assist EPA in carrying out its air enforcement and surveillance programs. It is used mainly to track the completion of the actions for major sources of primary air pollutants. SCOPE - Throughout the nation, there are 250,000 stationary sources of significant air pollution, each discharging 25 or more tons of pollutants per year into the air. The air enforcement is focusing on the 20,000 major sources (each emitting over 100 tons of pollutants per year) that account for 80% to 85% of all pollutant emissions.</p>	<p><u>Retention:</u> Retain 5 years after completion of project.</p> <p><u>Disposition:</u> Break file upon completion or termination. Store tapes at Data Center Tape Library for 2 years then transfer to FRC. Keep in FRC for 3 years, then destroy.</p>

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

3. Fuel Inspection System. PURPOSE - The system is used to collect, analyze, and report unleaded gasoline data obtained from service station equipment inspected in the eight states of the southeast region to determine compliance with the unleaded fuel regulations. SCOPE - Data base contains information from various fuel companies which is used as a tracking system for the types and quality of gasoline utilized in the southeastern region.

Retention: Retain 5 years after completion of project.

Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 2 years then transfer to FRC. Keep in FRC for 3 years, then destroy.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

4. National Air Surveillance Network. PURPOSE - The system is used for long range trend monitoring and the planning and enforcement of the - requirements of the Clean Air Act. SCOPE - It collects, analyzes, and reports data obtained from approximately 33 air monitoring samplers throughout Region IV.

Retention: Retain 5 years after completion of project.

Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 2 years then transfer to FRC. Keep in FRC for 3 years, then destroy.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

5 Pesticide Registration Tracking - PURPOSE - The system is used to keep track of applications sent to companies for registration purposes. SCOPE - The data base contains an inventory of pesticide producers establishments that have applied to EPA for registration. It also provides the status of each application. The system is used to track registration kits issued by EPA and for planning future mailings.

Retention: Retain 10 years after completion of project.

Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 2 years then transfer to FRC. Keep in FRC for 3 years, then destroy.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

ITEM
NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

6. Solid Waste Management System. PURPOSE - The Solid Waste Management System was developed to assist States in tracking inspection data along with facility information. SCOPE - The data base contains an inventory of existing solid waste dump sites and information pertaining to periodic inspections and specific criteria associated with each site. It is also used for periodic inspection planning.

Retention: Retain 5 years after completion of project.

Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 2 years then transfer to FRC. Keep in FRC for 3 years, then destroy.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

ITEM NO

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

7. Water Quality Index. PURPOSE - The Water Quality Index is used for calculating, reporting, and plotting sampling water quality indexes to show trends in water quality changes over time. SCOPE - Water Quality Index files contain observations for 1971-1976 for thirty six Southeast Streams for nine parameters: DO, BACTERIA, pH, BOD₅, N,P, TEMPERATURE, TURBIDITY, AND SOLIDS.

Retention: Retain 5 years after completion of project.

Disposition: Break file upon completion or termination. Store tapes at Data Center Tape Library for 1 year, then transfer to the FRC. Keep in FRC for 4 years, then destroy.