4 Mar 82

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NC1-412-82-12

DATE RECEIVED
March 4, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-7-82 — Date
[signature] — 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 (PM-213)

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 7 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
2/19/82	Harold R. Masters (signature) Harold R. Masters	Chief, Admin. Management Branch (PM-213)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
Appendix C, Schedule 21, Items 1 through 19	Attached are new Emergency and Remedial Response Records Control Schedules which provide coverage of "Superfund records" created by implementing the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).		

Mass Data Change Sheet not required 22 items

115-107

Closed out: 10-12-82: cm
Copies to NNF [redacted] NNB

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE
EMERGENCY AND REMEDIAL RESPONSE RECORDS

COVERAGE OF SCHEDULE
APPLICABLE HEADQUARTERS OFFICE

ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	Program Management Files. Contains data relating to all phases of the cleanup of uncontrolled hazardous wastes incidents and response to and prevention of oil and hazardous substances releases. Records consist of correspondence and reports relative to policy and programs, guidance, legislation, intergovernmental activity, community relations, superfund taxes and fees, superfund money, etc.	Retention: Retain 10 years. Disposition: Break file at end of year. Keep in office for 2 years, then transfer to the Federal Records Center (FRC). Keep in FRC for 8 years, then destroy when 10 years old.
2.	Foreign Government File. Covers contacts and activities with foreign governments. Records consist of cooperative program agreements, copy of contingency plan, meeting arrangements, minutes of meetings, news clippings, technical reports and papers, trip reports, etc.	Retention: Retain 6 years. Disposition: Break file at end of year. Keep in office for 6 years, then destroy when 6 years old.
3.	Interagency and Federal Government File. This file contains contacts and activities with other Federal agencies, commissions, and other units of the Federal Government. Records consist of letters and reports relating to Executive Orders, OMB statements and bulletins, proposed legislation and programs, cooperative ventures and proposals, meetings and conferences of other Federal agencies.	Retention: Retain 6 years. Disposition: Break file at end of year. Keep in office for 6 years, then destroy when 6 years old.
4.	State and Local Government File. Covers contacts and activities with States, counties, and cities. Records consist of letters, meeting arrangements, copies of proposed or existing State laws on uncontrolled hazardous waste facilities, list and staffing of State agencies responsible for hazardous waste management activities, State regulations, reports on meetings with State representatives, State contingency plans, etc.	Retention: Retain 6 years. Disposition: Break file at end of year. Keep in office for 6 years, then destroy when 6 years old.

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5.	Professional and Civil Associations and Institutions. Covers contacts and activities with professional associations (engineers, chemists, etc.) civic associations (environmentalists, Boy Scouts, JC's etc.), and institutions (colleges, foundations, etc.). Records consist of meetings and conference arrangements, lists of organization officers, organization brochures, special studies and reports, requests for information and assistance, public participation/community relations.	Retention: Retain 2 years. Disposition: Break file at end of year. Keep in office for 2 years, then destroy when 2 years old.
6.	Industrial and Commercial Files. Covers contacts and activities with industrial and commercial firms, including background data on firms. Records consist of requests for information, product brochures, product distribution data, correspondence, and other related records.	Retention: Retain 2 years. Disposition: Break file at end of year. Keep in office for 2 years, then destroy when 2 years old.
7.	Regional Files. Concerns the organization, management, and operation of the regional operations. Records consist of staff lists, planned program, organization plan, summary of activities, regional correspondence with State government units, and correspondence on program actions. (Non-site specific information).	Retention: Retain 6 years. Disposition: Break file at end of year. Keep in office for 6 years, then destroy when 6 years old.
8.	Legislation. Contains records pertaining to proposed and existing EPA legislation. Records consist of proposed bills, acts, amendments, analysis of bills and amendments, news clips, briefing papers, hearing transcripts and reports, correspondence, etc.	Retention: Retain 10 years. Disposition: Break file at end of year. Keep in office for 2 years, then transfer to the Federal Records Center (FRC). Keep in FRC for 8 years, then destroy when 10 years old.

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9.	Regulations, Standards, and Guidelines. Contains information relating to the development of rules and regulations effecting the environmental legislation passed by Congress. Records consist of drafts of proposed regulations and guidelines (National Contingency Plan), internal comments, journal articles and other supporting literature, proposed rules, response to proposals, EPA press releases, newspaper clippings, etc.	Retention: Permanent. Disposition: Break file after resolution of any litigation. Keep in office for 1 year, then transfer to the Federal Records Center (FRC). Keep in FRC for 15 years, then offer to the National Archives when 16 years old.
10.	Contracts and Cooperative Agreements - Program Group File. Documentation relating to the formulation, award, and changes in contracts, cooperative agreements with a State to take certain actions to cleanup a uncontrolled hazardous waste site, for studies, demonstrations, and services. Records consist of orders for supplies or services (SF-147), procurement requests, justification statements, task orders, contractor bid evaluations, award notices, contractor staff resumes, contract or agreement, report of payments to contractors, progress reports, change notices, application for assistance, copy of State plan, and other related records.	Retention: Retain 7 years after completion. Disposition: Break file upon the completion of project. Keep in office for 2 years, then transfer to the Federal Records Center (FRC). Keep in FRC for 5 years, then destroy when 7 years old.
11.	Final Reports, Resulting from Contractor and Grantee Studies and Services. Final reports submitted by contractors and grantees. Also, includes evaluations and comments by staff members and others.	Retention: a. Record Copy (Sponsoring Group). Permanent. b. Information Copies. As determined by user's reference needs. Disposition: a. Record Copy. Break file upon completion of project evaluation and comment period. Keep in office for 1 year, then transfer to the Federal Records Center (FRC). Keep in the FRC for 20 years, then offer to the National Archives when 21 years old. b. Information Copies. Destroy when no longer used.
12.	Hazardous Site File. Contains documentation of policy and decisions made by Headquarters and regional personnel concerning the cleanup of uncontrolled hazardous waste sites. Records include correspondence between the region and Headquarters, other Federal agencies, reports, approval of design and engineering of waste containtment/remedial system, request from region for additional money to continue cleanup operations, and other related records.	Retention: Retain 20 years after completion of all cost-recovery litigation. Disposition: Break file upon completion of all cost-recovery litigation. Keep in office for 2 years, then offer to the Federal Records Center (FRC). Keep in FRC for 18 years, then destroy when 20 years old.

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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
13.	Priority List for Cleanup of Hazardous Waste Sites. Contains records used to develop a national priority list of uncontrolled hazardous waste sites that pose an imminent threat to the public health or welfare or the environment. Includes policy and guidance issued by Headquarters to regions, correspondence between the region and Headquarters, regional list and supporting documentation, ranking of sites, national priority list, and other related records.	Retention: Retain 10 years. Disposition: Break file when list is updated. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy when 10 years old
14.	Liability and Financial Responsibility of Owner or Operator. Contains records used to document the decisions made by Headquarters and regional personnel concerning the liability and financial responsibility of an owner/operator of an uncontrolled hazardous waste site. Includes policy and guidance issued by Headquarters to regions, copy of notification from the owner/operator of a facility that the facility is in compliance with Section 107(k) (2) of CERCL Act, documentation of determination by the Agency that owner/operator has or has not complied, documented verification by EPA that the owner/operator has established appropriate financial responsibility, referral of case for filing of judicial action, demand letters, and other related records.	Retention: Retain 20 years after completion of enforcement and cost-recovery actions. Disposition: Break file upon completion of all enforcement and cost-recovery actions. Keep in office for 2 years, then transfer to the Federal Records Center (FRC). Keep in FRC for 18 years, then ~~transfer~~ destroy when 20 years old.
15.	Claims. Contains records used to document the decisions made by Headquarters and regional personnel concerning claims filed against the Fund under Section 112(a) of the CERCL Act. Includes policy and guidance issued by Headquarters to regions, copy of official claim, documentation of action to settle claim, copy of the agreement of the final settlement of the claim, and other related records.	Retention: Retain 5 years. Disposition: Break file upon settlement of claim/completion of cost-recovery actions. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 4 years, then destroy when 5 years old.
16.	Technical Assistance Data System (TAD). Computer printouts showing chemical and physical characteristics and emergency response procedures of 1100 substances (oil and other hazardous materials) which may be hazardous to the public health or welfare or environment if discharged or spilled.	Retention: As below. Disposition: Keep in office until superseded, then destroy.

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ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
17.	Spill Prevention Control and Countermeasures System (SPCC). Computer printouts showing the number of oil and hazardous materials spills that occurred at a facility. The information is used to monitor and report on compliance inspections with regulations and actions to be taken if a facility storing oil and hazardous materials has a spill.	Retention: As below. Disposition: Keep in office until superseded, then destroy.
18.	Speeches and Journal Articles. Contains speeches prepared for delivery at civic functions and professional conferences and meetings and articles prepared for publication in professional magazines and journals.	Retention: Retain 5 years. Disposition: Break file after presentation of speech or publication of article. Keep in office for 5 years, then destroy when 5 years old.
19.	Publications, Promotional Items, and Supporting Artwork. General and technical literature and promotional items. Literature and promotional items take the form of handbooks, brochures, pamphlets, buttons, and bumper stickers. Artwork consists of original drawings and photographs.	Retention: a. Distribution Supply Copies. Last print date plus 3 years. b. Information Copies. As determined by users' reference needs. Disposition: a. Distribution Supply Copies. Break file after printing and initial distribution. After 3 years destroy undistributed copies. b. Information Copies. Destroy when no longer needed.

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20.	Congressional Reports. Reports prepared by the Administrator for the Emergency Response Program which are submitted to the President and Congress. Reports address the implementation of the Comprehensive Environmental Response, Compensation and Liability Act in terms of the effectiveness of the Government to respond to and mitigate the effects of releases of hazardous substances; summary of past receipts and disbursements from the Fund; projection of future funding needs remaining after the expiration of authority to collect taxes; record and experience of the Fund in recovering Fund disbursements from liable parties; State participation in the system of response, liability, and compensation established by the Act. Also, prepare report which identify additional hazardous wastes and recommend appropriate tax rates for such wastes for the Post-closure Liability Trust Fund.	Retention: a. Record Copy: Permanent. b. Information Copies. Retain 3 years. Disposition: a. Record Copy: Break file upon transmission to Congress. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 15 years, then offer to the National Archives when 18 years old. b. Information Copies. Destroy when 3 years old or sooner if no longer needed.

MANUAL