

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
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-412-98-4	
DATE RECEIVED 08/28/98	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 6-29-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 7/27/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel Van Wingen</i> Rachel Van Wingen	TITLE Agency Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 210R		

DRAFT OF 2/10/99

U.S. EPA RECORDS SCHEDULE

**SERIES TITLE:** Administrative Records - Permits

**PROGRAM:** All Programs except Superfund

**EPA SERIES NO:** 210

**AGENCY FILE CODE:** PERM 210

**NARA DISPOSAL AUTHORITY:** N1-412-98-4  
(Use this number to retire records to the FRC)

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**APPLICABILITY:** Regions

**IDENTIFYING INFORMATION:**

**DESCRIPTION:** The administrative record is required for issuance of draft and final permits for Prevention of Significant Deterioration (PSD), Resource Conservation and Recovery Act (RCRA), National Pollutant Discharge Elimination System (NPDES), and Underground Injection Control (UIC), when EPA is the permitting authority. The record includes the permit application, draft permit or notice of intent to deny, statement of basis and documentation, the environmental impact statement (NPDES only), comments received during the public comment period, public hearing transcripts and related documentation, and the final permit.

**ARRANGEMENT:** Arranged by facility or site.

**TYPE OF RECORDS:**

Case files

**SPECIFIC RESTRICTIONS:**

None

**MEDIUM:**

Paper, electronic, maps and architectural materials

**VITAL RECORD:**

No

**FUNCTIONS SUPPORTED:**

Permitting

**SPECIFIC LEGAL REQUIREMENTS:**

Resource Conservation and Recovery Act, as amended, Section 3005  
Clean Water Act, as amended, Sections 402, 404  
Safe Drinking Water Act, as amended, Section 1421  
Clean Air Act, as amended, Section 502  
40 CFR 124

EPA SERIES NO. 210.

DISPOSITION INFORMATION:

**FINAL DISPOSITION:**

**TRANSFER TO FRC PERMITTED:**

a. RCRA land disposal record copy: Disposable	Yes
b. UIC and UIC exemptions record copy: Disposable	Yes
c. NPDES minor permits record copy: Disposable	Yes
d. All others record copy: Disposable	Yes

DRAFT

All others refers to: NPDES except minors, pretreatment, ocean dumping, Section 404 dredging and fill, PSD, and TSCA PCB disposal.

e. Electronic version created with office automation applications: Disposable	No
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**FILE BREAK INSTRUCTIONS:**

a-d. Break file at issuance of administrative record.

e. See Disposition Instructions.

**DISPOSITION INSTRUCTIONS:**

a and b. RCRA land disposal - Keep inactive materials in office up to 5 years after file break, then retire to FRC. Destroy 30 years after file break.

c and d. Keep inactive materials in office up to 5 years after file break, then retire to FRC. Destroy 10 years after file break.

e. Delete when record copy is generated.

APPLICATION GUIDANCE:

**REASONS FOR DISPOSITION:**

a and b. Long-term, temporary retention provides basis for on-going monitoring of possible public health threats to ground water. These records supplement those scheduled as permanent under EPA 205, item a and EPA 478, item a. Retention for this item is consistent with retention for Superfund site file administrative records.

c and d. A 10 year retention after the file break is sufficient to meet administrative needs of program offices.

**AGENCY-WIDE GUIDANCE:** See EPA 019 for Administrative Records - Superfund Site Specific. Administrative Records Pursuant to the Administrative Procedure Act are scheduled as EPA 294.

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

EPA SERIES NO. 210

Drafts and working papers may be destroyed after issuance of the final permit.

Compliance Files and Enforcement Files are scheduled as EPA 211 and EPA 207, respectively. See EPA 206 for RCRA Corrective Actions.

**PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:**

CUSTODIAL INFORMATION:

CONTROLLING UNIT: Multiple units

CONTACT POINT:

DRAFT

Name:

Name:

Location:

Mail Code:

Inclusive Dates:

Telephone:

Volume on Hand (Feet):

Office:

Annual Accumulation:  
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 019, EPA 205, EPA 206, EPA 207, EPA 211, EPA 294, EPA 478

PREVIOUSLY APPROVED BY  
NARA SCHEDULE NOS:

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Approval	Approval	Entry	Last
Date EPA	Date NARA	Date	Modified
10/7/93		2/24/92	2/10/99