

EPA Records Schedule 1047

Status: Final, 08/31/2015

Title: Permits

Program: All Programs

Applicability: Agency-wide

Function: 108 - Environmental Management

NARA Disposal Authority:

- DAA-0412-2013-0018-0001 (Item a)
- DAA-0412-2013-0018-0002 (Item b)
- DAA-0412-2013-0018-0003 (Item c)
- DAA-0412-2013-0018-0004 (Item d)
- DAA-0412-2013-0018-0005 (Item e)

Description:

This schedule covers records related to the issuance or denial of environmental permits, by EPA offices or authorized states, federal facilities, interstate, or local agencies.

Disposition Instructions:

Item a: Historically significant permits

Includes, but is not limited to:

- Resource Conservation and Recovery Act (RCRA) generators, transporters, and treatment, storage, and disposal (TSD) facilities files for RCRA land disposal permits, including notification forms, permit applications and modifications, background and supporting documentation, public notices, drafts and final permits, comments and records of public meetings, fact sheets, exception reports, appeals, import and export notifications, closure and post-closure documents, inspection reports, court orders, manifests, delist ngs, correspondence, records relating to interim status, and related records; and
- Underground injection control (UIC) Class I, II, III, V, and VI permits, when EPA is the permitting authority, UIC aquifer exemptions, land ban petitions, monitoring reports for UIC Class I permits, including permit applications and final permits, permit modifications, background and supporting documentation, public notices, documentation of compliance with statutory requirements (e.g., Wild and Scenic Rivers Act, Endangered Species Act, National Historic Preservation Act), comments and records of public meetings, fact sheets, exception reports, appeals, correspondence, and related records.

NARA Disposal Authority: DAA-0412-2013-0018-0001

- **Permanent**
- Close RCRA records at permit termination if post-closure care is not required; if post-closure care is required, close records at completion of post-closure care period. Close UIC records when a well has been properly plugged, abandoned and terminated per EPA requirements; or when a permit application has been denied or withdrawn, or when a determination has been made that a permit is not required or if the permit has been issued and not acted upon by the company within one year.
- Transfer electronic records to the National Archives 5 years after file closure. Transfer non-electronic records to the National Archives 15 years after file closure.

Item b: Administrative records for historically significant permits

Includes, but is not limited to:

- Administrative records for RCRA land disposal permits when EPA is the permitting authority, if maintained separately from the permit file, including permit applications, draft permits or notices of intent to deny, statements of basis and documentation, comments received during the public comment period, public hearing transcripts, final permits, and related records; and
- Administrative records for UIC and UIC land ban exemptions, if maintained separately from the permit file, including land ban petitions, permit applications, draft permits or notices of intent to deny, statements of basis and documentation, comments received during the public comment period, public hearing transcripts, final permits, and related records

NARA Disposal Authority: DAA-0412-2013-0018-0002

- **Disposable**
- Close at issuance of administrative record
- Destroy 30 years after file closure

Item c: Routine permits

Includes, but is not limited to: