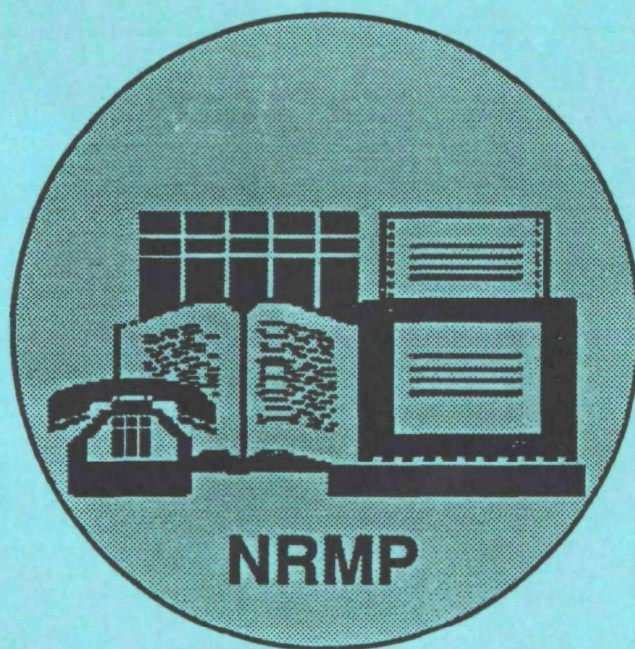




Records Management Series

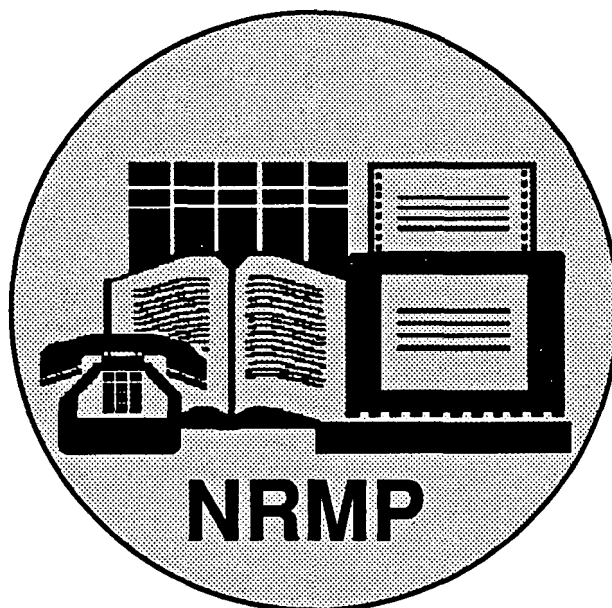
Index To Agency Records Control Schedules



EPA/IMSD/91-007
July 1991

Records Management Series

Index to Agency Records Control Schedules



National Records Management Program
Information Management and Services Division
U.S. Environmental Protection Agency
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INDEX TO AGENCY RECORDS CONTROL SCHEDULES

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INTRODUCTION

This Index is intended for use in conjunction with the 41 Records Control Schedules (RCS) currently in use in the Agency. The Index is supplemented by:

- A sample page from an RCS
- A list of RCSs arranged by schedule number
- A list of the abbreviations used in the Index for RCS titles

The sample page from an RCS appears immediately after this introduction. The two lists follow the index entries.

The Agency's Responsibility for Records Disposition

In accordance with 44 U.S.C. 2904, 3102, and 3301 the head of each Federal agency is required to establish and maintain a records disposition program to ensure the efficient, prompt, and orderly reduction in the quantity of records and to provide for the proper maintenance of records designated as permanent by the National Archives and Records Administration (NARA). Regulations governing the establishment and maintenance of a records disposition program are found in the Code of Federal Regulations 36 CFR Part 1228. No Federal records can be destroyed without the NARA's approval.

Records Control Schedules

The key documents for the disposition program are the Agency's records control schedules (RCS) also called records disposition schedules or retention schedules. The RCS are

binding agreements signed by the Agency and NARA governing the final disposition of all records created, received, and maintained by EPA. The Agency's RCSs are composed of individually numbered items or series each of which describes a type of Agency record and gives the retention and disposition instructions for it. See the sample RCS page for examples.

Copies of records control schedules can be obtained from the records officer in your Region or program or from the National Records Management Program (FTS 245-3639).

Using the Index

All items in the 41 RCS are included in this Index. Index entries are of two types:

- Individual item entries (printed in **bold** type)
- Subject category entries (printed in **BOLD** and underlined) that include a number of related individual items.

In cases where two or more subject categories are closely related or overlapping (such as studies and reports), the subject headings are cross-referenced.

Each Index entry consists of three pieces of information:

- **Term:** The type of record covered by the entry. This is the same as the records series or schedule item. In the sample page from the Office of General Counsel RDS, Program Management File, Legal Interpretations and Opinions, and Defensive Litigation Involving EPA are all terms. Individual "terms" or series may appear several times in the Index and may be cross-referenced to other categories.

Defensive Litigation Records for example, appear under the category Court Case Files, because they consist of court records.

- **Abbreviation:** This is the abbreviation to the RCS title in which the term or series appears. A list of the abbreviations follows the numerical listing of schedules.

- **Schedule / Item Number:** This is the number of the records disposition control schedule and should appear in the upper left corner of the RCS. It is assigned by the National Archives and Records Administration and usually begins NC1-412 or N1-412. For example, the schedule number for the Office of General Counsel is NC1-412-84-2. Citations to individual items consist of this schedule number followed by a "/" and then the item number from the left column of the RCS. For example, the item number for Program Management Files is 1 and the complete citation is NC1-412-84-2/1.

Together the schedule number and item number comprise the "disposition authority" for the records described in the series. This disposition authority is used to destroy records or retire them to a Federal Records Center.

This publication was produced by the Agency's National Records Management Program (NRMP) staff in the Information Management and Services Division. It is one of an ongoing series of guidance publications to assist Agency staff in carrying out their records management responsibilities. The NRMP offers a number of other services to program staff including developing and disseminating records management policy, procedures, and guidance; assisting in the drafting and revising disposition schedules, creating filing systems, and retiring records to the Federal records center; briefing managers on their records management responsibilities

training staff on records management procedures; and promoting communication among records managers through the Records Management Network.

We hope you find the publication helpful in retiring and disposing of records properly. We would appreciate your comments for future editions. Please contact the National Records Management Program Staff at 382-5912 or 382-5911 with suggestions, questions, or comments.

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

GENERAL COUNSEL RECORDS

NC1-412-84-2

COVERAGE OF SCHEDULE

AGENCYWIDE

ITEM
NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

1. PROGRAM MANAGEMENT FILE

Contains documents relating to the management, operation, development, and guidance of the Office of General Counsel.

Retention: Retain 10 years.

Disposition: Break file at the end of 1 year. Keep in office 2 additional years, then send to Federal Record Center (FRC). Keep in FRC for 8 years.

2. LEGAL INTERPRETATION AND OPINIONS

a. Requests for and responses to requests for legal interpretations and opinions relative to the intent and application of environmental laws and regulations.

Retention: Permanent.

Disposition: Break file upon the expiration, amendment, or revision of an act or regulation. Keep in office 15 years, then offer to the National Archives in 15 year blocks.

b. Background material including letters, memos, laboratory reports, Federal Register clippings, and excerpts from court transcripts.

Retention: Retain 10 years.

Disposition: Break file at the end of 1 year. Keep in office 2 additional years, then send to the FRC. Keep in FRC for 8 years, then destroy.

3. DEFENSIVE LITIGATION INVOLVING EPA

Clean Air Act, Clean Water Act, Safe Drinking Water Act, Federal Insecticide, Fungicide, and Rodenticide Act, Toxic Substances Control Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation and Liability Act, Uranium Mill Tailings Radiation Control Act, and Marine Protection, Research and Sanctuaries Act: Records consist of court pleadings and opinions.

Retention: Retain 10 years after completion or termination of case.

Disposition: Break file upon completion of case. Keep in office 1 additional year, then send to FRC. Keep in FRC for 9 years, then destroy.

RECORDS MANAGEMENT MANUAL

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
A - 76	RSR	412-85-1/3
Access Files	FSR	412-85-26/III,5
Accident Case Files	SRS	412-85-8/6
Accident and Incident Summary Reports	WPR	412-85-6/33
<u>ACCOUNTING RECORDS</u>		
Above \$25,000 and Special Transactions File	PCR	412-85-5/4
Accounting Operations, Administrative Audit, Claims Advances, etc.		
Correspondence	FMR	412-85-27/III,4
Agency Recovery Claims Under the Comprehensive Environmental Response, Compensation, and Liability Act (Superfund) Supporting Records	FMR	412-85-27/III,6
Appropriation Obligations Supporting Records	FMR	412-85-27/III,1a&b
Availability, Disbursement, Collection, Custody, and Deposit of Funds	FMR	412-85-27/III,3a&b
External Reports as Required by Government-Wide Regulations	FMR	412-85-27/III,5
General Ledger and Supporting Documents	FMR	412-85-27/III,2
Acid Deposition, Environmental Monitoring and Quality Assurance Program Files	RAD	412-85-22/3
Additives File	WPR	412-85-6/55
Administrative Hearing and Judicial Action Files	PPR	412-85-24/49a&b
Administrative Law Judge - General Correspondence	ALJ	412-85-02/1
Administrator Meeting Files	ARA	412-85-11/14
Advanced Technology Problem Area Projects File	RPR	412-86-1/12
Affirmative Action Plans	CRR	412-87-3/3a&b
<u>AGREEMENTS (see CONTRACTS GRANTS & INTERAGENCY AGREEMENTS)</u>		

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
<u>AIR</u>		
Air Quality Contractor/ Grant Project Files	AQP	412-85-15/3a&b
Air Quality In-House Project Files	AQP	412-85-15/4a&b
Air Quality Modeling Printouts	RAH	412-85-18/4
Prevention of Significant Air Quality Deterioration	RAH	412-85-18/27
State Prevention of Significant Air Quality Deterioration	RAH	412-85-18/29
Aldrin - Dieldrin Committee (1963-1965)	PPR	412-85-24/48
Animal Science - Control Chemicals	PPR	412-85-24/16
Annual Report	SWP	412-85-7/21
Annual Report - Fish Kills	WPR	412-85-6/49
Annual Report-Sewage Facilities Construction	WPR	412-85-6/51
Appeals Case File, Agency Judicial Officer	ADA	412-85-11/12a
Application for Employment- Persons Not Hired	OMR	412-86-2/17
Appointment Files	PRS	412-85-28/7a&b
(Manuscript of) Articles by EPA Personnel	PPR	412-85-24/23
<u>ASSISTANT ADMINISTRATOR (for)</u>		
Correspondence Office of Research and Development, Controlled and Major Correspondence	ECM	412-85-13/1
Policy, Planning and Evaluation, Controlled and Major Correspondence	RAD	412-85-22/6
Policy, Planning and Evaluation, General Correspondence	PEP	412-87-4/1
Toxic Substances, Controlled and Major Correspondence	PEP	412-87-4/2
Toxic Substances, General Correspondence	OTS	412-85-12/1
Water Programs, Controlled and Major Correspondence	OTS	412-85-12/2
Water Programs, General Correspondence	WPR	412-85-6/1
	WPR	412-85-6/2

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
<u>ASSOCIATE ADMINISTRATOR (for)</u>		
Office of International Activities Controlled and Major Correspondence	IAR	412-85-16/
Office of International Activities General Correspondence	IAR	412-85-16/2
Regional Offices Controlled and Major Correspondence	ROR	412-85-3/1
Regional Offices, General Correspondence	ROR	412-85-3/2
<u>ASSOCIATIONS</u>		
Conferences, Seminars, Associations and Societies Files	RAD	412-85-22/17
Conferences, Seminars, Associations and Societies Files	RDL	412-85-23/12
Library Committee, Conferences and Associations	IRM	412-86-3/19
Professional Association Files	RPR	412-86-1/11
Professional and Civil Associations and Inst	ERR	412-85-10/10
Audio Visual Records	ALL	412-83-1/various
<u>AUDITS</u>		
Final Reports	IGR	412-86-4/4a&b
Good Laboratory Practice	PPR	412-85-24/7
Resolution	RSR	412-85-1/5
Workpaper Files	IGR	412-86-4/5
(Master Maps)- Automap System	WPR	412-85-6/42
Automap System Handbook	WPR	412-85-6/43
Biannual National Water Quality Inventory 305 Report to Congress	WPR	412-85-6/41
Biannual Report of Construction Cost Indices for Waste Water Treatment Plants	WPR	412-85-6/23
Bid Protest Appeals	GCR	412-84-2/8
Bilateral Programs File	IAR	412-85-16/11a&b
(Regional) Briefing Books	PEP	412-87-4/22
(Regional) Briefing Books	ROR	412-85-3/7

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
<u>BUDGET</u>		
Allowance Books	BOR	412-85-9/7
Apportionment and Allotment Books	BOR	412-85-9/2
Change Request Books	BOR	412-85-9/4
EPA Initial Agency Budget File 1971-1972	BOR	412-85-9/1
Financial and Budget Reports, Miscellaneous	BOR	412-85-9/9
Hearing Files, Budget	BOR	412-85-9/6
Report on Budget Execution	BOR	412-85-9/8
Resource Requirements Reports	BOR	412-85-9/5
Resources Management Information System (RMIS)	BOR	412-85-9/3a&b
Certificate Files	PRS	412-85-28/8a&b
(NATO Committee on the) Challenges of Modern Society (CCMS)	IAR	412-85-16/17a,b,c&d
(TSCA) Chemical Inventory File	OTS	412-85-12/15a,b&c
(Substitute) Chemical Program File	PPR	412-85-24/22
(SARA, Title III, Section 313, Toxic) Chemical Release Inventory File	OTS	412-88-3/18a&b
Chemical Reviews	PPR	412-85-24/27
(Reading or) Chron Files	OMR	412-86-2/9
Citizen Complaints File	RES	412-85-21/3
<u>CIVIL RIGHTS RECORDS</u>		
Affirmative Action Plans	CRR	412-87-3/3a&b
Civil Rights Program Subject File	CRR	412-87-3/1a&b
Discrimination Complaint File	CRR	412-87-3/2a,b,c&d
Classification Files	PRS	412-85-28/9a&b
(Grace) Commission, Presidents Private Sector Survey on Cost Control	RSR	412-85-1/2
<u>COMMITTEE RECORDS</u>		
(Aldrin - Dieldrin) Committee (1963-1965)	PPR	412-85-24/48
(Library) Committee, Conferences and Associations	IRM	412-86-3/19
(EPA Steering) Committee Meeting File	PEP	412-87-4/10

Term	Abbreviation	Schedule/Item
Committee of Ten - State- Federal Water Program Advisory Committee (SFWPAC) File	WPR	412-85-6/36
Committee Records	CRF	412-78-5/1a&b
Committees and Conferences File	ILR	412-85-4/12
Congressional Committees File	LRS	412-87-2/7
Meeting Arrangement Records	CRF	412-78-5/2
NATO Committee on the Challenges of Modern Society (CCMS)	IAR	412-85-16/17a,b,c&d
Scientific Committee Files	RDL	412-85-23/10
Working Groups/ Steering Committee	FAR	412-84-1/17a,b&c
<u>COMMUNICATIONS RECORDS</u>		
Communication Program Files	FSR	412-85-26/VII,1
Correspondence and Report Files	FSR	412-85-26/VII,2
Messenger Service	FSR	412-85-26/VII,4
Official Mail Reimbursement Reports	FSR	412-85-26/VII,10
Production Reports	FSR	412-85-26/VII,7
Record of Receipts	FSR	412-85-26/VII,8
Registered and Insured Mail	FSR	412-85-26/VII,5a,b,c&d
Report of Loss, Rifling, Delay, Wrong Delivery or Other Improper Treatment of Mail	FSR	412-85-26/VII,9
Statistical Reports	FSR	412-85-26/VII,6
Wire and Wireless Message Files	FSR	412-85-26/VII,3a,b&c
Compact Label File (CLF)	PPR	412-88-2/56
(Citizen) Complaints File	RES	412-85-21/3
<u>COMPLIANCE (Also See ENFORCEMENT)</u>		
Compliance Files (Official Case Files)	CRR	412-87-3/4
Compliance Schedules File	RER	412-85-20/11
Enforcement/Compliance Files- All Pollution Sources	RER	412-85-20/4
Enforcement/Compliance Administrative Files	RER	412-85-20/15
External Compliance Program Compliance Reviews	CRR	412-87-3/5
NPDES Compliance Monitoring File	RES	412-85-21/6
RCRA Compliance Monitoring File	RES	412-85-21/7
Statutory Source Compliance File	RES	412-85-21/1
Computer Program Documentation Files	PPR	412-85-24/41

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
<u>CONFERENCES, SEMINARS, ASSOCIATIONS AND SOCIETIES FILES</u>		
Committees and Conferences File	ILR	412-85-4/12
Conference Records	SWP	412-85-7/10
Conferences, Seminars, Associations and Societies Files	RAD	412-85-22/17
Conferences, Seminars, Associations and Societies Files	RDL	412-85-23/12
International - EPA Marine Program and Conference Activity File	WPR	412-85-6/54
Library Committee, Conferences and Associations	IRM	412-86-3/19
<u>CONGRESS</u>		
Congressional Committees File	LRS	412-87-2/7
(EPA) Congressional Hearing Testimony	LRS	412-87-2/16
Congressional Reports	ERR	412-85-10/22
Reports to Congress	FSR	412-85-26/VIII, 4a&b
Reports to Congress - Final Copy	PEP	412-87-4/8
Reports to Congress - Work Files	PEP	412-87-4/9
Senate, House and Joint Committee Correspondence File	LRS	412-87-2/10
Senate and Representative Correspondence File	LRS	412-87-2/17
Conservation Need Inventory (CNI) Soil Monitoring	PPR	412-85-24/25
<u>CONTRACTS, GRANTS & INTERAGENCY AGREEMENTS</u>		
Air Quality Contractor/ Grant Project Files	AQP	412-85-15/3a&b
Continuing Envir. Program Support Agreements	RAH	412-85-18/2
Continuing Environmental Program Support Agreements Administered by Regional Offices	RAS	412-85-19/4
Continuing Environmental Support Agreements and Waste Water Construction Grant Agreements Administered by Regional Offices	RWP	412-85-17/2
Contract Proposals	PEP	412-87-4/15
Contracts and Grants File	OTS	412-85-12/6
Contracts File	PAR	412-87-5/13
Contracts, Grants and Agreement Files	PPR	412-85-24/12
Contracts and Grants Program File	RPR	412-86-1/8

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Contracts, Grants and Agreement Files	PPR	412-85-24/12
Contracts and Grants File	MSR	412-85-14/7
Contracts and Grants File	IRM	412-86-3/7
Contracts and Grants- Group File	SWP	412-85-7/8
Contracts and Grants - Project Group File	WPR	412-85-6/8
Contractor and Grantee Studies	ERR	412-85-10/16
Contracts/Interagency Agreements	FSR	412-85-26/4
Contracts/Interagency and Co-op Agreements	ERR	412-85-10/15
Contracts - Project Group File	PEP	412-87-4/14
Contracts, Requisition, Purchase Order, Lease, Bond and Surety Records	PCR	412-85-5/6a-n
Co-op Arrangement EPA/State	SWP	412-85-7/17
Cooperative Agreements (Recipient/Contractor) Debarment and Suspension Records	RAH	412-85-18/24
F.W. Daily Dodge Reports (Contract Award Notices)	ALL	412-85-25/7
Final Reports and Evaluations on Contracts, Grants and Inhouse and Interagency Studies and Surveys	WPR	412-85-6/45
Final Reports from Contracting & Grantee Studies and Services	SWP	412-85-6/32
Grant.Agremt Files/General	ALL	412-85-7/9
Grant.Agremt Files/Wastewater	ALL	412-85-25/5a&b
Grant Appeal File	GCR	412-85-25/5c
Grants File - Congressional Data Transfer	LRS	412-84-2/9
Grant Guidance Memorandums - Municipal Waste Water Treatment	WPR	412-87-2/9
Interagency Agreements	ALL	412-85-6/16
Interagency Agreements/ Cooperative Agreements File	RWP	412-85-25/6
Interagency and Fed Govt File	SWP	412-85-17/11
Research Project Case Files-- Grants, Contracts, Cooperative and Interagency Agreements	RAD	412-85-7/7
Research Project Case Files-- Grants, Contracts, Cooperative and Interagency Agreements	RDL	412-85-22/11a,b&c
School Training Grant File	WPR	412-85-23/4a,b&c
Special Studies File	RAH	412-85-6/13
Special Studies Final Reports	RAH	412-85-18/16
Superfund Hazardous Waste Tech Material	RAH	412-85-18/17
Superfund Remedial Agreements	ALL	412-85-18/20
Suspension and Debarment Files	IGR	412-85-25/5d
		412-86-4/7

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Waste Water Grant Information and Control System by Region	WPR	412-85-6/21
Yearly Allocation Ledgers on Construction Grant Fund	RWP	412-85-17/13
Cooperative Agreements (see CONTRACTS, GRANTS & INTERAGENCY AGREEMENTS)		
<u>CORRESPONDENCE (Of/With)</u>		
Admin and Deputy Admin- Controlled Corres	ADA	412-85-11/1
Admin and Deputy Admin- General Corres	ADA	412-85-11/2
Admin and Deputy Admin- Intra-Agency Corres	ADA	412-85-11/3
Administrative and Management Files	RDL	412-85-23/3
Admin Law Judge - Gen Corres	ALJ	412-85-02/1
Assistant Administrator Correspondence (ECM), Controlled and Major Correspondence	ECM	412-85-13/1
Assistant Administrator or Deputy Correspondence (ORD), Controlled and Major Correspondence	RAD	412-85-22/6
Assistant Administrator (OPPE), Controlled and Major Correspondence	PEP	412-87-4/1
Assistant Administrator (OPPE), General Correspondence	PEP	412-87-4/2
Assistant Administrator (OTS), Controlled and Major Correspondence	OTS	412-85-12/1
Assistant Administrator (OTS), General Correspondence	OTS	412-85-12/2
Assistant Administrator (OW), Controlled and Major Correspondence	WPR	412-85-6/1
Assistant Administrator (OW), General Correspondence	WPR	412-85-6/2
Associate Administrator (OIA), Controlled and Major Correspondence	IAR	412-85-16/1
Associate Administrator (OIA), General Correspondence	IAR	412-85-16/2
Associate Administrator (ORO), Controlled and Major Correspondence	ROR	412-85-3/1
Associate Administrator (ORO), General Correspondence	ROR	412-85-3/2
Citizen/Congr. Correspd Files	FAR	412-84-1/19

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Company Correspondence File	PPR	412-85-24/15
Congressional Correspondence Files	AQP	412-85-15/8
Congressional Inquiries File	RAS	412-85-19/7
Correspondence Files of Procurement Operating Units	PCR	412-85-5/1
Correspondence Files Relating to Accounting Operations, Administrative Audit, Claims Advances, etc.	FMR	412-85-27/III, 4
Correspondence Control File	RAD	412-85-22/22
Correspondence and Report Files	FSR	412-85-26/VII, 2
Director Correspondence	FSR	412-85-26/1
Director Correspondence	ERR	412-85-10/1
Director Correspondence	FAR	412-84-1/1
Director Correspondence	SWP	412-85-7/1
Director Correspondence, Controlled and Major	IRM	412-86-3/1
Director Correspondence, General	IRM	412-86-3/2
Director Correspondence, Occupational Health and Safety Staff, General Correspondence	SRS	412-85-8/1
Director Correspondence, Office of Congressional Liaison and the Director, Office of Legislative Analysis, Controlled and Major Correspondence	LRS	412-87-2/1
Director Correspondence, Office of Congressional Liaison and the Director, Office of Legislative Analysis General Correspondence	LRS	412-87-2/2
Director Correspondence, Office of Intergovernmental Liaison Controlled and Major Correspondence	ILR	412-85-4/1
Director Correspondence, Office of Intergovernmental Liaison General Correspondence		
Director Correspondence, Controlled and Major	MSR	412-85-14/1
Director Correspondence, General	MSR	412-85-14/2
Director Correspondence, Controlled and Major	PPR	412-85-24/13
Director Correspondence, General	PPR	412-85-24/14
Director Correspondence, Office of Public Affairs Controlled and Major Correspondence	PAR	412-87-5/1
Director Correspondence, Office of Public Affairs, General Correspondence	PAR	412-87-5/2

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Director Correspondence, Office of Radiation Program, Controlled and Major Correspondence	RPR	412-86-1/1
Director Correspondence, Office of Radiation Program, General Correspondence	RPR	412-86-1/2
EPA Program Correspondence File	ILR	412-85-4/8
EPA Program Correspondence File	ROR	412-85-3/9
Exec Orders & OMB Circulars	FAR	412-84-1/15
Fed Agency Liaison Files	FAR	412-84-1/12a,b&c
Fin Mgt Div - General Corres	FMR	412-85-27/1
General Correspondence Files	RAD	412-85-22/20
General Counsel Correspondence, Controlled and Major	GCR	412-84-2/11
General Counsel Correspondence, General	GCR	412-84-2/12
(Other) Government Agencies File	ILR	412-85-4/10
Industrial and Commercial Files	ERR	412-85-10/11
Inert Material Files	PPR	412-85-24/6a&b
Inspector General Correspondence, Controlled and Major	IGR	412-86-4/9
Inspector General Correspondence, General	IGR	412-86-4/10
Multiple Letters File	ADA	412-85-11/6a&b
Non-Congressional, Non-White House, Interagency, Regional Office and Interoffice Correspondence File	LRC	412-87-2/11
Personnel Correspondence Files	PRS	412-85-28/1
Petition Correspondence Folders	PPR	412-85-24/5
Prof and Civil Asso and Inst	ERR	412-85-10/10
Regional Administrator's Correspondence File	RAS	412-85-19/2
Senate, House and Joint Committee Correspondence File	LRS	412-87-2/10
Senate and Representative Correspondence File	LRS	412-87-2/17
<u>COURT CASES FILES</u>		
Agency Judicial Officer Appeals Case File	ADA	412-85-11/12a
Court Case Files of Adm Law Judge	ALJ	412-85-02/5a
Court Case File Card Index	ALJ	412-85-02/6
Court Papers	ADA	412-85-11/5
Defensive Litigation Involving EPA	GCR	412-84-2/3
Repository File	ALJ	412-85-02/7
<u>DATA</u>		
Data Records	MSR	412-85-14/12
Environmental Data and Information	RPR	412-86-1/15a&b

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Epidemiological Studies Program		
- Master Tape Files Created		
by Study Groups	PPR	412-85-24/31
Five Liner Report - OMB.		
Circular A-106 - Budget Data	WPR	412-85-6/25
Pesticide Usage Survey Data and		
Documentation	PPR	412-85-24/38a,b,c&d
Source Data Files Relating to		
In-house Research Projects	RDL	412-85-23/7a&b
Technical Data Files	PPR	412-85-24/24
Toxic Release Inventory		
System	OTS	412-88-3/9
(Suspension and)		
Debarment Files	IGR	412-86-4/7
(Recipient/Contractor)		
Debarment and		
Suspension Records	ALL	412-85-25/7
<u>(EPA) Directives</u>		
(EPA) Directives	OAM	174-118/4a&b
(EPA) Directives	OMR	412-86-2/15
<u>DIRECTOR CORRESPONDENCE</u>		
Director Correspondence	FSR	412-85-26/1
Director Correspondence	ERR	412-85-10/1
Director Correspondence	FAR	412-84-1/1
Director Correspondence	SWP	412-85-7/1
Director Correspondence,		
Controlled and Major	IRM	412-86-3/1
Director Correspondence,		
General	IRM	412-86-3/2
Director Correspondence,		
Occupational Health and		
Safety Staff, General		
Correspondence	SRS	412-85-8/1
Director Correspondence, Office		
of Congressional Liaison and		
the Director, Office of		
Legislative Analysis,		
Controlled and Major		
Correspondence	LRS	412-87-2/1
Director Correspondence, Office		
of Congressional Liaison and		
the Director, Office of		
Legislative Analysis		
General Correspondence	LRS	412-87-2/2
Director Correspondence, Office		
of Intergovernmental Liaison		
Controlled and Major		
Correspondence	ILR	412-85-4/1
Director Correspondence, Office		
of Intergovernmental Liaison		
General Correspondence		
Director Correspondence,		
Controlled and Major	MSR	412-85-14/1

Term	Abbreviation	Schedule/Item
Director Correspondence, General	MSR	412-85-14/2
Director Correspondence, Controlled and Major	PPR	412-85-24/13
Director Correspondence, General	PPR	412-85-24/14
Director Correspondence, Office of Public Affairs Controlled and Major Correspondence	PAR	412-87-5/1
Director Correspondence, Office of Public Affairs, General Correspondence	PAR	412-87-5/2
Director Correspondence, Office of Radiation Program, Controlled and Major Correspondence	RPR	412-86-1/1
Director Correspondence, Office of Radiation Program, General Correspondence	RPR	412-86-1/2
(Natural) Disaster Assistance File	RES	412-85-21/12
Disbursements, Collection & Rapid Tax Amortization File	ALL	412-85-27/II, 6a
Discrimination Complaint File	CRR	412-87-3/2a,b,c&d
(Public) Dockets on Pesticides Under Evaluation in the Special Review or Registration Standard Program	PPR	412-85-24/55
(Daily F.W.) Dodge Reports (Contract Award Notices)	WPR	412-85-6/45
Economic Analysis Project Files	RPR	412-86-1/10
Economic Commission for Europe	IAR	412-85-16/19
Economic Dislocation (Early Warning) Report	PEP	412-87-4/13
EEO Compliance Files (Official Case Files)	CRR	412-87-3/4
EEO Counseling Files	CRR	412-87-3/7
EEO Employment Statistics File	CRR	412-87-3/6

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
EEO External Compliance Program Compliance Reviews	CRR	412-87-3/5
EEO Semi-Annual Report on Discrimination Complaints	CRR	412-87-3/8
Emergency Exemption Jackets	PPR	412-85-24/3
<u>EMERGENCY PREPAREDNESS RECORDS</u>		
Emergency Exemption Jackets	PPR	412-85-24/3
Emergency Planning Program File	RPR	412-86-1/13a,b&c
Emergency Preparedness Program	FSR	412-85-26/II,1
Program Management File	FSR	412-85-26/II,2
Emergency Plan Test Rpts File	FSR	412-85-26/II,3a&b
Emission Control Program	ECM	412-85-13/11b&c
Employee Benefits Files	PRS	412-85-28/15
Employee Relations	PRS	412-85-28/14a
Employee Training Files	OMR	412-86-2/12
Employee Performance	PRS	412-85-28/13a,b,c,d&e
Employment Statistics File	CRR	412-87-3/6
Energy Coordination Program Reference File	RAH	412-85-18/15
<u>ENFORCEMENT</u>		
Compliance Schedules File	RER	412-85-20/11
Enforcement/Compliance Files- All Pollution Sources	RER	412-85-20/4
Enforcement (All Programs)	ECM	412-85-13/10a,b,c,d,e&f
Enforcement/Compliance Administrative Files	RER	412-85-20/15
NPDES Compliance Monitoring File	RES	412-85-21/6
RCRA Compliance Monitoring File	RES	412-85-21/7
Statutory Source Compliance File	RES	412-85-21/1
Enrolled Bill Reports	LRS	412-87-2/15
<u>ENVIRONMENT</u>		
Continuing Envir. Program Support Agreements	RAH	412-85-18/2
Continuing Environmental Program Support Agreements Administered by Regional Offices	RAS	412-85-19/4

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Continuing Environmental Support Agreements and Waste Water Construction Grant Agreements Administered by Regional Offices	RWP	412-85-17/2
(Health and) Environmental Assessment Program Files	RAD	412-85-22/5a&b
Environmental Data and Information	RPR	412-86-1/15a&b
Environmental Engineering and Technology Program Files	RAD	412-85-22/2
Environmental Legislation File (Acid Deposition), Environmental Monitoring and Quality Assurance Program Files	FAR	412-85-1/14a&b
Environmental Organization File	RAD	412-85-22/3
Environmental Process and Effects Research Program File	IAR	412-85-16/8
Environmental Programs Reference File	RAD	412-85-22/1
Environmental Research Topics Reference Files	ILR	412-85-4/9
Environmental Research Topics Reference Files	RAD	412-85-22/16
Environmental Research Topics Reference Files	RDL	412-85-23/13
<u>ENVIRONMENTAL IMPACT STATEMENTS</u>		
Envir Impact Statement Files	FAR	412-84-1/5
Envir Impact Statement Coordination File	RAS	412-85-19/10
Envir Impact Statement Preparation File	RAS	412-85-19/9
Envir Impact Statement and Review File	MSR	412-85-14/15
Envir Impact Statement and Review File	PPR	412-85-24/10
Envir Impact Statement Review and Comment File	RAH	412-85-18/3
Envir Impact Statements	WPR	412-85-6/29
Envir Impact Statements Review and Comment File	RAD	412-85-22/18
Envir Impact Statements Review and Comment File	OTS	412-85-12/14
Envir Impact Stmt/Neg Decl.Reg	FAR	412-84-1/13a&b
(Regulatory Impact Analysis Under) EO 12291	PPR	412-85-24/21
EPA Forms	OAM	174-118/5

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
<u>EPAYS REPORTS</u>		
Data Files	ALL	412-85-27/5
External Reporting	ALL	412-85-27/5
Epidemiological Studies Program - Master Tape Created by Study Groups		
	PPR	412-85-24/31
<u>EXECUTIVE ORDERS</u>		
Exec Order 11783 Files	ECM	412-85-13/14a&b
Exec Order 12291 Regulatory Impact Analysis	PPR	412-85-24/21
(Regulatory Impact Analysis Under Executive Order)		
Exec Order 12291	PPR	412-85-24/21
Exec Orders & OMB Circulars	FAR	412-84-1/15
(Pollution Abatement Needs at) Federal Agencies Report		
	WPR	412-85-6/27
<u>FEDERAL FACILITIES</u>		
Fed Facility Compliance File	FAR	412-84-1/9
Fed Facility Data System	FAR	412-84-1/10
Fed Facility Pollution Control Project Status File	WPR	412-85-6/24
Fed Facilities Monitoring File	RAS	412-85-19/12
Fed Facilities Referrals File	FAR	412-84-1/11
Federal Managers' Financial Integrity Act (FMFIA)		
	RSR	412-85-1/4
Federal Register Files	PPR	412-85-24/46a,b&c
Federal Register Documents Signed By Admin and Deputy Admin		
	ADA	412-85-11/4
Federal Underground Injection Control and Reporting System (FURS) Printouts		
	WPR	412-85-6/34
Fellowship Folders	WPR	412-85-6/14
Film and Equipment Control Card Files		
	PAR	412-87-5/17
Films	ALL	412-83-1/various
(Report of Pollution - Caused) Fish Kill (EPA 7500-8)		
	WPR	412-85-6/48
(Special) Foreign Currency File		
	IAR	412-85-16/10

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
<u>FOREIGN GOVERNMENT (Also See U.S.)</u>		
Foreign Govt File	ERR	412-85-10/7
Foreign Govt File	SWP	412-85-7/6
Foreign Inquiries File	IAR	412-85-16/27
(Annual) Foreign Travel Reports	IAR	412-85-16/26
<u>FREEDOM OF INFORMATION</u>		
Duplicate Copies of Freedom of Info Requests/Response	ADA	412-85-11/10
Freedom of Info Act (FOIA) Requests File	OMR	412-86-2/7a,b&c
Freedom of Info Control Files	OMR	412-86-2/8
Freedom of Info Logbooks	ADA	412-85-11/9
Freedom of Info Processing Control Slips File	ADA	412-85-11/11
Freedom of Info Response File	ADA	412-85-11/8
Freedom of Info Response File	ALJ	412-85-02/4
Freedom of Info Response File	AQP	412-85-15/10
Freedom of Info Response File	ECM	412-85-13/6
Freedom of Info Response File	FMR	412-85-27/3
Freedom of Info Response File	FSR	412-85-26/3
Freedom of Info Response File	IAR	412-85-16/6
Freedom of Info Response File	ILR	412-85-4/6
Freedom of Info Response File	IRM	412-86-3/6
Freedom of Info Response File	LRS	412-87-2/6
Freedom of Info Response File	MSR	412-85-14/6
Freedom of Info Response File	OTS	412-85-12/7
Freedom of Info Response File	PAR	412-87-5/6
Freedom of Info Response File	PCR	412-85-5/8
Freedom of Info Response File	PEP	412-87-4/6
Freedom of Info Response File	PPR	412-85-24/47
Freedom of Info Response File	PRS	412-85-28/22
Freedom of Info Response File	RAD	412-85-22/23
Freedom of Info Response File	RAS	412-85-19/14
Freedom of Info Response File	ROR	412-85-3/6
Freedom of Info Response File	RPR	412-86-1/6
Freedom of Info Response File	SRS	412-85-8/4
Freedom of Info Response File	WPR	412-85-6/6
Fuel Economy Records	MSR	412-85-14/11
<u>FIFRA</u>		
FIFRA Scientific Advisory Panel	PPR	412-85-24/50a&b
(State/Federal) FIFRA Issues Research and Evaluation Group (SFFIREG) Files	PPR	412-85-24/44
Printouts of Pesticide Production and Distribution Data Reported Under (FIFRA)	PPR	412-85-24/37

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
FURS (Federal Underground Injection Control and Reporting System Printouts)	WPR	412-85-6/34
Global 2000 Project Report	IAR	412-85-16/9
Global Issue (Other than Global 2000)	IAR	412-85-16/30
Good Laboratory Practice and Audit Report File	PPR	412-85-24/7
(Other) Government Agencies File	ILR	412-85-4/10
Grace Commission, Presidents Private Sector Survey on Cost Control	RSR	412-85-1/2
<u>GRANTS see (CONTRACTS)</u>		
Ground-Water Protection Strategy File	WPR	412-85-6/56
<u>GUARD SERVICE</u>		
Guard Assignments and Strength Files	FSR	412-85-26/III, 10a
Guard Force Facility Check Files	FSR	412-85-26/III, 15a&b
Guard Service	FSR	412-85-26/III, 23
Guard Service Control Files	FSR	412-85-26/III, 16a, b&c
(Annual Headquarters Operating) Guidance Paper and Regional Guidance Plan	PEP	412-87-4/19
Hazardous Waste (see SUPERFUND or RCRA)		
Health and Environmental Assessment Program Files	RAD	412-85-22/5a&b
Health Record Case Files	PRS	412-85-28/16a&b
Health Research Program Files	RAD	412-85-22/4
Health and Safety Training Files	SRS	412-85-8/11
<u>HEARINGS</u>		
Adjudicatory Hearings File	RER	412-85-20/8
Administrative Hearing and Judicial Action Files	PPR	412-85-24/49a&b

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
EPA Congressional Hearing Testimony	LRS	412-87-2/16
Public Hearings File	RER	412-85-20/7
Hotline Files	IGR	412-86-4/8
Import Decision- Motor Vehicle	ECM	412-85-13/13a,b,c&d
Index to Pesticide Chemicals: Their Uses and Limitations	PPR	412-85-24/33
Inert Material Files	PPR	412-85-24/6a&b
<u>INFORMATION</u>		
Information Clearinghouse Records	IRM	412-86-3/26
Information and Publication Files	RAD	412-85-22/19
Information/Records Management Files	IRM	412-86-3/8
Information Systems Inventory Management and Operation of Information Centers	IRM	412-86-3/10 412-86-3/14
Information Records Management Files	IRM	412-86-3/8
(Office of Research and Development) Information System	RAD	412-85-22/21
(Standards and Regulations) Information System Planning and Status Reports	PEP	412-87-4/11
Inspection and Maintenance (I/M)	MSR	412-85-14/14
Inspection of Procedures or Programs	IGR	412-86-4/3
Intergovernmental Activities File	WPM	412-85-6/30
Intergovernmental Personnel Act (IPA) Assignment Files	PRS	412-85-28/21
<u>INTERNATIONAL (See also U.S. and Foreign)</u>		
Bilateral Programs File	IAR	412-85-16/11a&b
International Activities and Agreements File	RAD	412-85-22/25a&b

Term	Abbreviation	Schedule/Item
International - EPA Marine Program and Conference Activity File	WPR	412-85-6/54
International Joint Commission File	IAR	412-85-16/21
International Referral System Program File	IRM	412-86-3/23
International Travel Plans File	IAR	412-85-16/24
International Trip Reports	IAR	412-85-16/25
NATO Committee on the Challenges of Modern Society (CCMS)	IAR	412-85-16/17a,b,c&d
U.S./Canadian Relations File	IAR	412-85-16/22a&b
U.S./Mexican Relations File	IAR	412-85-16/23a&b
U.S./U.S.S.R. Environmental Agreement File	IAR	412-85-16/13a&b
United Nations Environmental Program File		
World Health Organization (WHO) File	IAR	412-85-16/20a&b
Interstate Carrier Program File	RWP	412-85-17/18
(Special Accident) Investigations and Case Studies	PPR	412-85-24/36
(Fire, Explosion, and Accident) Investigative Files	FSR	412-85-26/III, 8
Investigative Reports	IGR	412-86-4/2a&b
<u>JOB APPLICATIONS</u>		
Employment	PRS	412-85-28/6a,b&c
Job Applications - Attorneys	ECM	412-85-13/7
Job Applications - Attorneys	GCR	412-84-2/10
<u>LABORATORY</u>		
Laboratory Activity Report File	RAD	412-85-22/12
Laboratory Activity Report Files	RAD	412-85-23/11
Laboratory Cards (ID)	PPR	412-85-24/17
Laboratory Notebooks	RDL	412-85-23/6
(Good) Laboratory Practice and Audit Report File	PPR	412-85-24/7
Laboratory Test Methods File	OTS	412-85-12/10
Laboratory Test Report	PPR	412-85-24/26
Land Use Coordination on Files	ADA	412-85-11/16a&b

Term	Abbreviation	Schedule/Item
Land Use and Urban Growth File	WPR	412-85-6/12
<u>LEGAL</u>		
Administrative Hearing and Judicial Action Files	PPR	412-85-24/49a&b
Bid Protest Appeals	GCR	412-84-2/8
General Law	GCR	412-84-2/7a,b&c
Grant Appeal File	GCR	412-84-2/9
Information Law	GCR	412-84-2/6a,b&c
Laws of the Sea and Deep Seabed Mining Files	IAR	412-85-16/14a&b
Legal Interpretation & Opinions	GCR	412-84-2/2
Legal Reference File	RER	412-85-20/13
Legislative and Legal File	RAD	412-85-22/8
Ocean Dumping Files	IAR	412-85-16/15
Oil Pollution File	IAR	412-85-16/16a&b
Privacy Act - General Administrative Files	IRM	412-86-3/16
Privacy Act Reports Files	IRM	412-86-3/17
Water Supply Legal Work File	RWP	412-85-17/17
<u>LEGISLATION</u>		
Agency Proposed Legislation File	LRS	412-87-2/13
Enrolled Bill Reports	LRS	412-87-2/15
Envir. Legislation File	FAR	412-85-1/14a&b
Envir. Legislation and Regulations File	ILR	412-85-4/11
Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) Legislation	IAR	412-85-16/28
Legislation	SWP	412-85-7/14
Legislation	ERR	412-85-10/13
Legislation File	OTS	412-85-12/12
Legislative File	MSR	412-85-14/8
Water Programs Legislation File	RWP	412-85-17/12
Legislative History File	LRS	412-87-2/12
(Weekly) Legislative Reports	LRS	412-87-2/14
Liab and Fin Responsibility	ERR	412-85-10/18
(Other Federal, University, and Special) Libraries File	IRM	412-86-3/22
Library Committee, Conferences and Associations	IRM	412-86-3/19
Library Systems Development File	IRM	412-86-3/18
(EPA) Library System File	IRM	412-86-3/21

Term	Abbreviation	Schedule/Item
Load Allocation Working Papers	RWP	412-85-17/9
MAIL		
Official Mail Reimbursement Reports	FSR	412-85-26/VII,10
Registered and Insured Mail Report of Loss, Rifling, Delay, Wrong Delivery or Other Improper Treatment of Mail	FSR	412-85-26/VII,5a,b,c&d
Management Accountability System (MAS) Reporting System Development File	PEP	412-85-26/VII,9
Management Accountability System (MAS) Reporting System Status File	PEP	412-87-4/23
Management and Operation of Information Centers	IRM	412-87-4/24
Management Reviews	RSR	412-86-3/14
Management Study Records	OAM	412-85-1/1
Manuals, Handbooks and Workshop Programs	WPR	174-118/1
Manuscript of Articles Written by EPA Personnel	PPR	412-85-6/10
Master City File Directory Program	WPR	412-85-24/23
Master Maps - Automap System	WPR	412-85-6/44
(Occupational) Medical Files	SRS	412-85-6/42
Medical Records Containing Tissue Samples	RAH	412-85-8/10a&b
(Administrator) Meeting Files	ARA	412-85-18/30
Merit Promotion Files	PRS	412-85-11/14
Messenger Service	FSR	412-85-28/12
Monitoring and Analysis Technical Reports	WPR	412-85-26/VII,4

Term	Abbreviation	Schedule/Item
Motion Pictures	ALL	412-83-1/various
<u>MOTOR VEHICLE RECORDS</u>		
Import Decision-		
Motor Vehicle	ECM	412-85-13/13a,b,c&d
Leased Vehicles from GSA	FSR	412-85-26/V, 6
Motor Vehicle Accidents	FSR	412-85-26/V, 4
Motor Vehicle Ledger	FSR	412-85-26/V, 2
Motor Vehicle Operation and		
Maintenance Records	FSR	412-85-26/V, 1
Motor Vehicle Reports	FSR	412-85-26/V, 3
Operation of Government-Owned		
Vehicles	FSR	412-85-26/V, 7
Vehicle Daily Utilization Files	FSR	412-85-26/V, 8
Vehicle Release Files	FSR	412-85-26/V, 5
Minority Business		
Enterprise Task Force File	ADA	412-85-11/13
(Regional Inventory -)		
Municipal Waste		
Facilities (A Cooperative		
State Report)	WPR	412-85-6/46
(Statistical Summary -		
Inventory-) Municipal		
Waste Facilities		
in the United States	WPR	412-85-6/47
(EPA) Municipal Waste Water		
Treatment Project		
Projections -		
Obligations by State		
Under PL 92-500	WPR	412-85-6/20
National Drinking Water		
Advisory Council	WPR	412-85-6/35
Natural Disaster Assistance		
File	RES	412-85-21/12
Needs Survey Program File-		
Waste Treatment Plant	WPR	412-85-6/18
Needs Survey Questionnaires		
	WPR	412-85-6/19
(Selected Daily) News Clips-		
Binders	PAR	412-87-5/7
(Public Affairs) News		
Releases File	RAS	412-85-19/5
NATO Committee on the		
Challenges of Modern		
Society (CCMS)	IAR	412-85-16/17a,b,c&d

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Notifications Excluding Treatment Storage or Disposal	RER	412-85-20/3
<u>NUCLEAR POWER PLANT</u>		
Safety Analysis Reports	RAH	412-85-18/5
Technical Program		
Reference File	RAH	412-85-18/6
Thermal Pollution File	RWP	412-85-17/8
NPDES Compliance Monitoring File	RES	412-85-21/6
NPDES Permits File	RER	412-85-20/1a&b
Obligation and Outlay Status and Projects	WPR	412-85-6/22
Occupational Medical Files	SRS	412-85-8/10a&b
Ocean Dumping Files	IAR	412-85-16/15
Office Admin Files	OMR	412-86-2/1
Office Equipment Service Contracts File	OMR	412-86-2/14
Office of Research and Development Information System	RAD	412-85-22/21
Official Personnel Folders (Civilian)	PRS	412-85-28/3a&b
Oil Pollution File	IAR	412-85-16/16a&b
Organization for Economic Cooperation and Development Program (OECD) File	IAR	412-85-16/18
Organizational Plan	OAM	174-118/2
Pay Folders	ALL	412-85-27/II, 4
Payroll Control	ALL	412-85-27/II, 3a&b
Payroll Support	ALL	412-85-27/II, 1a&b
<u>PERMITS</u>		
Actual and Proposed NPDES Permits Report	WPR	412-85-6/26
Experimental Use Permit Jackets	PPR	412-85-24/2
Federal Facilities Monitoring File	RAS	412-85-19/13
Permit Assistance Team	SWP	412-85-7/20

Term	Abbreviation	Schedule/Item
Permits File, NPDES	RER	412-85-20/1a&b
Permits File, RCRA	RER	412-85-20/2
Underground Injection Control DI Files	RWP	412-85-17/22a&b
Personal Reference Collections	PEP	412-87-4/20
Personal Reference Collections	RPR	412-86-1/16
Personal Reference Collections	WPR	412-85-6/31
<u>PERSONNEL RECORDS</u>		
Agency Personnel Folders (Public Health Service Commission Corps Personnel	PRS	412-85-28/4
Computer Produced OPP Staffing Rosters	PPR	412-85-24/40
Employee Benefits Files	PRS	412-85-28/15
Employee Relations	PRS	412-85-28/14a
Health Record Case Files	PRS	412-85-28/16a&b
Merit Promotion Files	PRS	412-85-28/12
Miscellaneous Personnel Record Files	PRS	412-85-28/11a,b&c
Personnel Action Files (SF-50)	PRS	412-85-28/10
Personnel Correspondence Files (Official) Personnel Folders (Civilian)	PRS	412-85-28/1
Personnel Reference Files	OMR	412-85-28/3a&b
Personnel Security Clearance Files	IGR	412-86-2/11
Personnel Security Clearance Status Files	IGR	412-86-4/12a&b
Personnel Statistical Reports	IGR	412-86-4/13
Service Record Card	PRS	412-85-28/20
Timekeeper's Records	OMR	412-85-28/5
		412-86-2/16
<u>PESTICIDES</u>		
Pesticide Accident and Incident Summary Report (Preliminary Quantitative Usage Analysis of) Pesticide Active Ingredients	PPR	412-85-24/30
Pesticide Chemical Reference File	PPR	412-85-24/19
(Index to) Pesticide Chemicals: Their Uses and Limitations	RAH	412-85-18/11
Pesticide Episode Report (EPA Form 8550-4)	PPR	412-85-24/33
Pesticide Incident Reporting Monitoring System Master File	PPR	412-85-24/30
		412-85-24/34

Term	Abbreviation	Schedule/Item
Pesticide Management System (PDMS)	PPR	412-85-24/32
Pesticide Producing Establishment Printout	RAH	412-85-18/8
Pesticide Producing Establishment Registration File	RAH	412-85-18/7
Pesticide Product Information System (PPIS)	PPR	412-85-24/39
Pesticide Usage Survey Data and Documentation	PPR	412-85-24/38a,b,c&d
Pesticides Compliance File	RAH	412-85-18/9
Pesticides Investigation Case File	RAH	412-85-18/10
Product Regulations Pending Application - Control Card	PPR	412-85-24/43
Photographic Production Report File	PAR	412-87-5/16
Photographic Work Orders and Ledgers	PAR	412-87-5/15
Photographs	ALL	412-83-1/various
Pollution Abatement Needs at Federal Agencies Report	WPR	412-85-6/27
Preliminary Quantitative Usage Analysis of Pesticide Active Ingredients	PPR	412-85-24/19
Premanufacturing Notice Files	OTS	412-85-12/16a,b&c
Presidential Environment Merit Awards Program (PEMAR) File	PAR	412-87-5/9
Presidents Private Sector Survey on Cost Control (Grace Commission)	RSR	412-85-1/2
Press Releases and Fact Sheets	PAR	412-87-5/8
<u>PRINTING RECORDS</u>		
Control Registers	FSR	412-85-26/VIII,3
Federal Underground Injection Control and Reporting System (FURS) Printouts	WPR	412-85-6/34
Job Records	FSR	412-85-26/VIII,2a&b
JCP Authorizations	FSR	412-85-26/VIII,5a&b
Mailing or Distribution Lists	FSR	412-85-26/VIII,6a,b&c
Office Copying Equipment Files	FSR	412-85-26/VIII,7a,b&c

Term	Abbreviation	Schedule/Item
Pesticide Producing Establishments Printouts	RAH	412-85-18/8
Printing Arrangements for Publications, Articles and Promotional Items	PAR	412-87-5/12
Printouts of Pesticide Production and Distribution Data Reported Under FIFRA	PPR	412-85-24/37
Reports to Congress	FSR	412-85-26/VIII, 4a&b
Requisitions on the Public Printer	FSR	412-86-26/VIII, 1
(Air Quality Modeling) Printouts	RAH	412-85-18/4
<u>PRIVACY ACT</u>		
Privacy Act Accounting of Disclosure Files	OMR	412-86-2/5
Privacy Act Amendment Case File	OMR	412-86-2/4a&b
Privacy Act Control Files	OMR	412-86-2/6
Privacy Act - General Administrative Files	IRM	412-86-3/16
Privacy Act Reports Files	IRM	412-86-3/17
Privacy Act Requests Files	OMR	412-86-2/3a,b&c
Product Label File	PPR	412-85-24/18
Product Regulations Pending Application - Control Card	PPR	412-85-24/43
Professional Association Files	RPR	412-86-1/11
Professional and Civil Associations and Inst	ERR	412-85-10/10
<u>PROGRAM & POLICY MANAGEMENT FILES</u>		
Administrative and Management Files	RDL	412-85-23/3
Advanced Technology Problem Area Projects File	RPR	412-86-1/12
Agency Program Plans Review File	PEP	412-87-4/21
Annual Headquarters Operating Guidance Paper and Regional Guidance Plan	PEP	412-87-4/19
Bilateral Programs File	IAR	412-85-16/11a&b
Decision Units and Planned Program	RDF	412-85-23/2
Emergency Planning Program File	RPR	412-86-1/13a,b&c
Emission Control Program	ECM	412-85-13/11b&c
Energy Coordination Program Reference File	RAH	412-85-18/15
Environmental Organization File	IAR	412-85-16/8
EPA Programs File	IRM	412-86-3/20
Management Reviews	RSR	412-85-1/1

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Management Study Records	OAM	174-118/1
Office Admin Files	OMR	412-86-2/1
Organizational Plan	OAM	174-118/2
Product Regulations Pending		
Application - Control Card	PPR	412-85-24/43
Planned Program Accomplishments,		
Project Descriptions and		
Output Plans	RAD	412-85-22/24
Policy Decision, Agreements		
and Directives of		
Administrator	ADA	412-85-11/7
Policy Guidance Documents	SWP	412-85-7/22
Printouts of Pesticide		
Production and Distribution		
Data Reported Under FIFRA	PPR	412-85-24/37
Program Devel File	ALJ	412-85-02/2
Program Devel File	ECM	412-85-13/3
Program Devel File	ERR	412-85-10/3
Program Devel File	IAR	412-85-16/3
Program Devel File	ILR	412-85-4/3
Program Devel File	IRM	412-86-3/3
Program Devel File	LRS	412-87-2/3
Program Devel File	MSR	412-85-14/3
Program Devel File	OTS	412-85-12/3
Program Devel File	PAR	412-87-5/3
Program Devel File	PEP	412-87-4/3
Program Devel File	PPR	412-85-24/51
Program Devel File	RDL	412-85-23/1a&b
Program Devel File	ROR	412-85-3/3
Program Devel File	RPR	412-86-1/3
Program Devel File	SWP	412-85-7/3
Program Devel File	WPR	412-85-6/3
Program Devel File,		
Regional Administrator's	RAS	412-85-19/1
Program Management	RSR	412-85-1/6
Program Management/Policy	AIA	412-85-25/1a
Program Management/General	AIA	412-85-25/1b
Program Management File	ALJ	412-85-02/3
Program Management File	AQP	412-85-15/1a&b
Program Management File	ECM	412-85-13/4
Program Management File	ERR	412-85-10/4
Program Management File	FAR	412-84-1/3
Program Management File	FMR	412-85-27/I, 2
Program Management File	FSR	412-85-26/2
Program Management File	FSR	412-85-26/II, 2
Program Management File	GCR	412-84-2/1
Program Management File	IAR	412-85-16/4
Program Management File	IGR	412-86-4/1
Program Management File	ILR	412-85-4/4
Program Management File	IRM	412-86-3/4
Program Management File	LRS	412-87-2/4
Program Management File	MSR	412-85-14/4
Program Management File	OTS	412-85-12/4
Program Management File	PAR	412-87-5/4
Program Management File	PCR	412-85-5/3
Program Management File	PEP	412-87-4/4
Program Management File	PPR	412-85-24/52

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Program Management File	PRS	412-85-28/2
Program Management File	RAH	412-85-18/18
Program Management File	RAD	412-85-22/10
Program Management File	RER	412-85-20/14
Program Management File	RES	412-85-21/11
Program Management File	ROR	412-85-3/4
Program Management File	RPR	412-86-1/4
Program Management File	RWP	412-85-17/1
Program Management File	SRS	412-85-8/2
Program Management File	SWP	412-85-7/4
Program Management File	WPR	412-85-6/4
Program Management File, Regional Administrator and Deputy Administrator	RAS	412-85-19/3
Program Policy Planning File	PEP	412-87-4/12
Program and Program Activity Evaluation Reports	PEP	412-87-4/18
Program and Program Activity Evaluation Work Files	PEP	412-87-4/17
Research Program Management File	RAD	412-85-22/7
RPAR (Rebuttal Presumption Against Registration) Files	PPR	412-85-24/9
Schedules of Daily Activities	OMR	412-86-2/2a,b&c
Service Record Card	PRS	412-85-28/5
Suspension and Debarment Files	IGR	412-86-4/7
(EPA) Programs File	IRM	412-86-3/20
<u>PROJECT FILES</u>		
(Air Quality In-House) Project Files	AQP	412-85-15/4a&b
Economic Analysis Project Files	RPR	412-86-1/10
Project Control Files	OAM	174-118/3
Project Files	PAR	412-87-5/14a,b&c
Project Management Waste Water Treatment Construction Grant Program	WPR	412-85-6/17
<u>PROPERTY RECORDS</u>		
Excess Personal Property Reports	FSR	412-85-26/IV, 2
Facility Logs	FSR	412-85-26/IV, 5
Maintenance Files	FSR	412-85-26/IV, 4
Property Records (Voucher Register)	FSR	412-85-26/IV, 3
Property Safety Files	SRS	412-85-8/8
Repair Requests	FSR	412-85-26/IV, 6
Surplus Personal Property Case Files	FSR	412-85-26/IV, 1a&b
Protective Action Planning Manual - Work File	RPR	412-86-1/14

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Protective and Preventive Measures Report Files	SRS	412-85-8/9
<u>PUBLIC</u>		
Public Affairs News		
Releases File	RAS	412-85-19/5
Public Affairs Program		
Reference File	RAS	412-85-19/6
Public Dockets on Pesticides Under Evaluation in the Special Review or Registration Standard Program	PPR	412-85-24/55
Public Info Reference Material (Regulations, Standards and Guidelines)	IRM	412-86-3/24
Public Inquiries File	IRM	412-86-3/25
Public Interest Groups File (Sec X/404) Public	ILR	412-85-4/7
Notices File	RAS	412-85-19/11
(EPA Municipal Waste Water Treatment Project Projections - Obligations by State Under) Public Law 92-500	WPR	412-85-6/20
<u>PUBLICATIONS</u>		
EPA Publications and Promotional Items	PAR	412-87-5/11
Publications and Promo Items	ERR	412-85-10/21
Publications and Promo Items	SWP	412-85-7/11
PEMAP/PEYA Merit Awards Projects	PAR	412-87-5/10
(Under) PL 92-500 EPA Municipal Waste Water Treatment Project Projections - Obligations by State	WPR	412-85-6/20
(Acid Deposition, Environmental Monitoring and) Quality Assurance Program Files	RAD	412-85-22/3
(Needs Survey) Questionnaires	WPR	412-85-6/19
Radio Spots	ALL	412-83-1/various
<u>RCRA</u>		
RCRA Compliance Monitoring File	RES	412-85-21/7
RCRA Facilities	SWP	412-85-7/15
RCRA Permit File	RER	412-85-20/2
RCRA Reports	SWP	412-85-7/19
RCRA Training Material	RAH	412-85-18/21

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Reading or Chron Files	OMR	412-86-2/9
<u>REAL ESTATE MANAGEMENT RECORDS</u>		
Construction Project Records	FSR	412-85-26/IX, 5a&b
Project Requests	FSR	412-85-26/IX, 2
Real Property Procurement File	PCR	412-85-5/5
Real Property Records	FSR	412-85-26/IX, 3a&b
Real Property Studies	FSR	412-85-26/IX, 6
Space Management Files	FSR	412-85-26/IX, 1a&b
Surplus Real Property Case Files	FSR	412-85-26/IX, 4
RPAR (Rebuttal Presumption Against Registration) Files	PPR	412-85-24/9
Recipient/Contractor Debarment	ALL	412-85-25/7
Records Disposition Files	IRM	412-86-3/15
<u>REFERENCE FILES</u>		
(Energy Coordination Program) Reference File	RAH	412-85-18/15
(Personal) Reference Collections	PEP	412-87-4/20
(Personal) Reference Collections	RPR	412-86-1/16
(Personal) Reference Collections	WPR	412-85-6/31
(Public Affairs Program) Reference File	RAS	412-85-19/6
(Environmental Programs) Reference File	ILR	412-85-4/9
(Environmental Research Topics) Reference Files	RAD	412-85-22/16
(Environmental Research Topics) Reference Files	RDL	412-85-23/13
(Environmental Research Topics) Reference Files	RAD	412-85-22/16
(Toxic Substances) Reference Files	OTS	412-85-12/9
(Public Info) Reference Material, Regulations, Standards and Guidelines	IRM	412-86-3/24
Refund Schedules	FMR	412-85-27/II, 6a&b
<u>REGION/REGIONAL</u>		
Regional Administrator's Correspondence File	RAS	412-85-19/2
Regional Briefing Books	PEP	412-87-4/22
Regional Briefing Books	ROR	412-85-3/7
Regional Files	ERR	412-85-10/12
Regional Files	ROR	412-85-3/8

Term	Abbreviation	Schedule/Item
Regional Inventory - Municipal Waste Facilities (A Cooperative State Report)	WPR	412-85-6/46
Regional Liaison Files	FAR	412-84-1/18a&b
Regional Program Planning File	RAS	412-85-19/8
Waste Water Grant Information and Control System by Region	WPR	412-85-6/21
Registration Jackets	PPR	412-85-24/1a&b
Registration Report Slips	PPR	412-85-24/42
Registration Standard Case File	PPR	412-85-24/11
<u>REGULATIONS STANDARDS AND GUIDELINES</u>		
Criteria and Health Assessment Documents and Risk Assessment Guidelines	RDL	412-85-23/15a,b,c&d
Development of Enforcement and Environmental Standards by States	GCR	412-84-2/4
Emission Control Program	ECM	412-85-13/11a,b&c
Envir Impact Stmt/Neg Decl.Reg	FAR	412-84-1/13a&b
EPA Procurement/Contract Regulations	PCR	412-85-5/7
Industrial Hygiene Files	SRS	412-85-8/12a&b
Pesticide Regulation Standards and Guidelines	PPR	412-85-24/8
Public Info Reference Material	IRM	412-86-3/24
Regulations	GCR	412-84-2/5
Regulations	ECM	412-85-13/9a,b,c,d,e,f&g
Reg Stds & Guidelines	AIA	412-85-25/3
Reg Stds & Guidelines	AQP	412-85-15/5a&b
Reg Stds & Guidelines	ERR	412-85-10/14
Reg Stds & Guidelines	PEP	412-87-4/7
Reg Stds & Guidelines	RPR	412-86-1/7
Reg Stds & Guidelines	SWP	412-85-7/13
Reg Stds & Guidelines	WPR	412-85-6/7a,b&c
Rulemaking Files	ECM	412-85-13/12a&b
Safety Standards Files	SRS	412-85-8/5
Standards and Regulations Files	MSR	412-85-14/16
Standards, Regulations and Guidelines Files	OTS	412-85-12/13a,b&c
Standards and Regulations Information System Planning and Status Reports	PEP	412-87-4/11
Standards and Regulations Review and Comments File	RAD	412-85-22/9
Standards and Regulations Review and Comments File	RES	412-85-21/4
State Water Standards Files	WPR	412-85-6/37
Water Quality Standards and Regulations File	RWP	412-85-17/6

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Regulatory Impact Analysis Under Executive Order (EO) 12291	PPR	412-85-24/21
<u>REPORTS (see STUDIES AND REPORTS)</u>		
Records Disposition Files	IRM	412-86-3/15
Reimbursable Technical Assistance File	IAR	412-85-16/12
Requests for ADP Hardware and Software	IRM	412-86-3/13
Requests/Requisitions for Supplies or Services	OMR	412-86-2/13
Requirements Analysis Studies	IRM	412-86-3/9
<u>RESEARCH</u>		
Environmental Process and Effects Research Program File	RAD	412-85-22/1
Health Research Program Files	RAD	412-85-22/4
Research Program Management File	RAD	412-85-22/7
Research Project Case Files-- Grants, Contracts, Cooperative and Interagency Agreements	RAD	412-85-22/11a,b&c
Research Project Case Files-- Grants, Contracts, Cooperative and Interagency Agreements	RDL	412-85-23/4a,b&c
Research Project Case Files In-house Projects	RDL	412-85-23/5a&b
Research Project Logbooks or Index Guides	RDL	412-85-23/9
Source Data Files Relating to In-house Research Projects	RDL	412-85-23/7a&b
Summary Research Projects Status Reports	RDL	412-85-23/14
Retirement Program Files	PRS	412-85-28/17
Safety Analysis Reports	RAH	412-85-18/5
Safety Program Report Files	SRS	412-85-8/7
SARA, Title III, Section 313, Toxic Chemical Release Inventory File	OTS	412-88-3/18a&b
School Training Grant File	WPR	412-85-6/13

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Schedules of Daily Activities	OMR	412-86-2/2a,b&c
Scientific Committee Files	RDL	412-85-23/10
Scientific Data Reviews	PPR	412-85-24/54
<u>SECTION</u>		
Sec 8 Files	OTS	412-85-12/17a,b&c
24C Application by State	PPR	412-85-24/4
Sec.102(b) Studies File	RWP	412-85-17/4
Sec 104(g) (1) On the Job Waste Treatment Works Personnel Training Grants	WPR	412-85-6/15
Sec.109j Consistency Reports	RAH	412-85-18/14
Sec 208 Areawide Waste Treatment Management "208" File	WPR	412-85-6/40
Sec 303(e) Basic Planning File	RWP	412-85-17/5
Sec 305 Biannual National Water Quality Inventory 305 Report to Congress	WPR	412-85-6/41
Sec 305(b) State Water Quality Reports	WPR	412-85-6/50
Sec 313, SARA, Title III, Toxic Chemical Release Inventory File	OTS	412-88-3/18a&b
Sec.404 Dredging/Fill Permits	FAR	412-84-1/7
Sec.404 Program Files	FAR	412-84-1/6
Sec 404 State Program File	FAR	412-84-1/8
Sec X/404 Public Notices File	RAS	412-85-19/11
<u>SECURITY RECORDS</u>		
Access Files	FSR	412-85-26/III,5
Accountability Records for Keys	FSR	412-85-26/III,13
Accountability for Personal Property Lost or Stolen	FSR	412-85-26/III,12a&b
Classified or Classifiable Information Non-Disclosure Agreement	FSR	412-85-26/III,26
Classified Document Inventory	FSR	412-85-26/III,3
Destruction of Classified Documents	FSR	412-85-26/III,2
EPA Classification and Declassification Committee File	FSR	412-85-26/III,19
Fire, Explosion, and Accident Investigative Files	FSR	412-85-26/III,8
Guard Assignments and Strength Files	FSR	412-85-26/III,10a
Guard Force Facility Check Files	FSR	412-85-26/III,15a&b
Guard Service	FSR	412-85-26/III,23
Guard Service Control Files	FSR	412-85-26/III,16a,b&c
Identification Credentials	FSR	412-85-26/III,25

Term	Abbreviation	Schedule/Item
Interagency Classification Review Committee	FSR	412-85-26/III,20
Police Function Files	FSR	412-85-26/III,11a&b
Property Pass Files	FSR	412-85-26/III,9
Receipt of Classified Records	FSR	412-85-26/III,1
Security Classified Accounting & Control Files	FSR	412-85-26/III,4a&b
Security Container Information	FSR	412-85-26/III,24
Security Education	FSR	412-85-26/III,21a&b
Security Inspection/Survey File	FSR	412-85-26/III,22
Security Storage Equipment	FSR	412-85-26/III,6
Security Violation Files	FSR	412-85-26/III,17
Security Violation Files (Felonies)	FSR	412-85-26/III,18
Surveys of Facilities Files	FSR	412-85-26/III,7a&b
Visitors Registers	FSR	412-85-26/III,14
Selected Daily News Clips - Binders	PAR	412-87-5/7
Semiannual Reports	IGR	412-86-4/6
Senate, House and Joint Committee Correspondence File	LRS	412-87-2/10
Senate and Representative Correspondence File	LRS	412-87-2/17
Service Record Card	PRS	412-85-28/5
(Annual) Sewage Facilities Construction - Contract Annual Report	WPR	412-85-6/51
Sewer Memorandums - Case Studies	WPR	412-85-6/11
Slides, Photographic	ALL	412-83-1/various
<u>SOIL</u>		
(Conservation Need Inventory (CNI)) Soil Monitoring	PPR	412-85-24/25
Soil Monitoring Operations Files	PPR	412-85-24/45
Soil, Water, Estuarine Monitoring System (SWEMS)	PPR	412-85-24/29a,b,c&d
Sole Source Aquifer Files	RWP	412-85-17/23
Sound Recordings	ALL	412-83-1/various
Source Data Files Relating to In-house Research Projects	RDL	412-85-23/7a&b

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Special Accident Investigations and Case Studies	PPR	412-85-24/36
Special Foreign Currency File	IAR	412-85-16/10
<u>SPEECHES</u>		
Speeches by Administrator and Deputy Administrator	ADA	412-85-11/15
Speeches by Assistant Administrator or Staff	ECM	412-85-13/5
Speeches by Assistant Administrator or Staff	PEP	412-87-4/5
Speeches by Assistant Administrator or Staff	OTS	412-85-12/5
Speeches by Assistant Administrator or Staff	WPR	412-85-6/5
Speeches by Associate Administrator or Staff	ROR	412-85-3/5
Speeches by Director or Staff	AQP	412-85-15/9
Speeches by Director or Staff	ERR	412-85-10/5
Speeches by Director or Staff	IAR	412-85-16/5
Speeches by Director or Staff	ILR	412-85-4/5
Speeches by Director or Staff	IRM	412-86-3/5
Speeches by Director or Staff	LRS	412-87-2/5
Speeches by Director or Staff	MSR	412-85-14/5
Speeches by Director or Staff	PAR	412-87-5/5
Speeches by Director or Staff	PPR	412-85-24/53
Speeches by Director or Staff	RAD	412-85-22/15
Speeches by Director or Staff	RPR	412-86-1/5
Speeches by Director or Staff	SRS	412-85-8/3
Speeches by Director or Staff	SWP	412-85-7/12
Speeches by General Counsel or Staff	GCR	412-84-2/13
Speeches by Inspector General or Staff	IGR	412-86-4/11
Speeches by Regional Administrator, Deputy Regional Administrator, or Staff	RAS	412-85-19/15
(Computer Produced OPP) Staffing Rosters	PPR	412-85-24/40
<u>STANDARDS See REGULATIONS STANDARDS & GUIDELINES</u>		
<u>STATE PROGRAMS (also see GRANTS)</u>		
Authorization to State	SWP	412-85-7/16
Development of Enforcement and Environmental Standards by States	GCR	412-84-2/4
Enforcement/Compliance Administrative Files	RER	412-85-20/15
Final State Quality Management Plans	RWP	412-85-17/10
Inventory of State Water Supply	RWP	412-85-17/19

Term	Abbreviation	Schedule/Item
Letters from State Governors on Development and Adoption of Water Standards (1967-1971)	WPR	412-85-6/3
Model State Water Monitoring Program	WPR	412-85-6/53
State Air and Water Standards State/Federal FIFRA Issues Research and Evaluation Group (SFFIREWG) Files	ECM	412-85-13/8a&b
State Hazardous Waste Prog. File	PPR	412-85-24/44
State Implementation Plans	RAH	412-85-18/19
State Implementation Plans	AQP	412-85-15
State Implementation Plans	RAH	412-85-18/1
State Implementation Plans	RER	412-85-20/10
State and Local Agency Monitoring File	RES	412-85-21/2
State and Local Govt File	ERR	412-85-10/9
State and Local Govt File	SWP	412-85-7/5
State Pollution Discharge Requirements Placed on Federal Agencies File	WPR	412-85-6/28
State Prevention of Significant Air Quality Deterioration	RAH	412-85-18/29
State Priority List - Municipal Strategic Environmental Assessment System File, 1972 - 1976	RAD	412-85-22/13
State Regulations File	RER	412-85-20/9
State Solid Waste Mgt. Plans	RAH	412-85-18/22
State Territories and Interstate Group File	LRS	412-87-2/8
State Water Standards Files	WPR	412-85-6/37
State Water Standards History	WPR	412-85-6/38
State Water Supply Program Evaluation File	RWP	412-85-17/14
State 404 Program File	FAR	412-84-1/8
State 305(b) Water Quality Reports	WPR	412-85-6/50
24C Application by State	PPR	412-85-24/4
Statistical Reports	FSR	412-85-26/VII, 6
Statutory Source Compliance File	RES	412-85-21/1
(EPA) Steering Committee Meeting File	PEP	412-87-4/10
Still Pictures	ALL	412-83-1/various
<u>STUDIES AND REPORTS</u>		
Accident Case Files	SRS	412-85-8/6
Accident and Incident Summary Reports	WPR	412-85-6/33
Administrative Reports and Data Relating to Procurement Operations	PCR	412-85-5/2a&b
Annual Report - Fish Kills	WPR	412-85-6/49

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Annual Sewage Facilities Construction - Contract Annual Report	WPR	412-85-6/51
Biannual National Water Quality Inventory 305 Report to Congress	WPR	412-85-6/41
Biannual Report of Construction Cost Indices for Waste Water Treatment Plants	WPR	412-85-6/23
Chemical Reviews (Reports to) Congress - Final Copy	PPR	412-85-24/27
(Reports to) Congress - Work Files	PEP	412-87-4/8
Congressional Reports	PEP	412-87-4/9
Cooperative Agreement Pesticide Economic Benefits Studies	ERR	412-85-10/22
Daily F.W. Dodge Reports (Contract Award Notices)	PPR	412-85-24/20
Economic Dislocation (Early Warning) Report	WPR	412-85-6/45
Enrolled Bill Reports	PEP	412-87-4/13
Environmental Process and Effects Research Program Files	LRS	412-87-2/15
EPA Municipal Waste Water Treatment Project Projections - Obligations by State Under PL. 92-500	RAD	412-85-22/1
Epidemiological Studies Program - Master Tape Files Created by Study Groups	WPR	412-85-6/20
Final Report Resulting from Contractor or Grantee Studies and Services	PPR	412-85-24/31
Final Reports and Evaluations on Contracts, Grants and Inhouse and Interagency Studies and Surveys	OTS	412-85-12/8
Final Reports from Contractor & Grantee Studies and Services	WPR	412-85-6/32
Final Reports from Contractor & Grantee Studies and Services	ERR	412-85-10/16
Final Reports Resulting from Contractor, Grantee, Inter- and Intra-Agency Studies, Surveys and Services	SWP	412-85-7/9
Final Reports Resulting from Contractor, Grantee, Inter- Agency Studies and Services	PEP	412-87-4/15
Final Reports Resulting from Studies and Services by Contractors, Grantees and Intergovernmental Groups	WPR	412-85-6/9
Final Reports Resulting from Special Studies	RPR	412-86-1/9
	RES	412-85-21/10

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Five Liner Report - OMB.		
Circular A-106 - Budget Data	WPR	412-85-6/25
Health and Environmental		
Assessment Program Files	RAD	412-85-22/5a&b
Health Research Program Files	RAD	412-85-22/4
In-House Special Studies Files	OTS	412-85-12/11a&b
Laboratory Activity Report		
Files	RDL	412-85-23/11
Laboratory Test Methods		
File	OTS	412-85-12/10
Laboratory Test Report	PPR	412-85-24/26
Land Use and Urban Growth		
File	WPR	412-85-6/12
Monitoring and Analysis		
Technical Reports	WPR	412-85-6/52
Natural Disaster Assistance		
File	RES	412-85-21/12
Needs Survey Program File -		
Waste Treatment Plants	WPR	412-85-6/18
Obligation and Outlay Status		
and Projections	WPR	412-85-6/22
Office of Research and		
Development Information		
System	RAD	412-85-22/21
Pesticide Accident and		
Incident Summary Report	PPR	412-85-24/30
Pesticide Episode Report		
(EPA Form 8550-4)	PPR	412-85-24/35
Pesticide Incident Reporting		
Monitoring System Master		
File	PPR	412-85-24/34
Pesticide Producing		
Establishments Printouts	RAH	412-85-18/8
Photographic Production		
Report File	PAR	412-87-5/16
Pollution Abatement Needs at		
Federal Agencies Report	WPR	412-85-6/27
Preliminary Quantitative Usage		
Analysis of Pesticide Active		
Ingredients	PPR	412-85-24/19
President's Private Sector		
Survey on Cost Control		
(Grace Commission)	RSR	412-85-1/2
Program and Program Activity		
Evaluation Reports	PEP	412-87-4/18
Protective and Preventive		
Measures Report Files	SRS	412-85-8/9
Report of Good Laboratory		
Practice	PPR	412-85-24/7
Report of Pollution - Caused		
Fish Kill (EPA 7500-8)	WPR	412-85-6/48
Reports to Clearance File	PEP	412-87-4/25a,b&c
Reports to Congress -		
Final Copy	PEP	412-87-4/8
Reports to Congress -		
Work Files	PEP	412-87-4/9

Term	Abbreviation	Schedule/Item
Research Project Case Files-- Grants, Contracts, Cooperative and Interagency Agreements	RAD	412-85-22/11a,b&c
Research Project Case Files-- Grants, Contracts, Cooperative and Interagency Agreements	RDL	412-85-23/4a,b&c
Research Project Case Files-- In-house Projects	RDL	412-85-23/5a&b
Research Project Logbooks or Index Records	RDL	412-85-23/9
Safety Analysis Reports	RAH	412-85-18/5
Safety Program Report Files	SRS	412-85-8/7
Scientific Data Reviews	PPR	412-85-24/54
Section 102(b) Studies File	RWP	412-85-17/4
Semiannual Reports	IGR	412-86-4/6
Sewer Moratoriums - Case Studies	WPR	412-85-6/11
Special Accident Investigations and Case Studies	PPR	412-85-24/36
Special Envir Studies File	FAR	412-85-1/16a&b
Special Studies File	RAH	412-85-18/16
Special Studies File	RES	412-85-21/9
Special Studies File	RWP	412-85-17/15
Special Studies Final Reports	RAH	412-85-18/17
Special Studies Final Reports	RWP	412-85-17/16
Standards and Regulations Information System Planning and Status Reports	PEP	412-87-4/11
State Priority List - Municipal Strategic Environmental Assessment System File, 1972 - 1976	RAD	412-85-22/13
State Water Standards History	WPR	412-85-6/38
State 305(b) Water Quality Reports	WPR	412-85-6/50
Statistical Summary - Inventory- Municipal Waste Facilities in the United States	WPR	412-85-6/47
Studies of Transportation Modes and Methods	FSR	412-85-26/VI,7
Summary Research Projects Status Reports	RDL	412-85-23/14
Technical Reference Files	RDL	412-85-23/8
TSCA Chemical Inventory File	OTS	412-85-12/15a,b&c
Water Quality Stream File	RES	412-85-21/8
Water Supply Laboratory Certification Program File	RAD	412-85-22/14
Water Supply Program Reference File	RWP	412-85-17/20
Weekly Legislative Reports	LRS	412-87-2/14
Wild and Scenic Rivers Studies File	RWP	412-85-17/3
Substitute Chemical Program File	PPR	412-85-24/22

Term	Abbreviation	Schedule/Item
<u>SUPERFUND</u>		
Claims	RAH	412-85-18/26
Cooperative Agreements	RAH	412-85-18/24
Enforcement & Liability		
Records	RER	412-85-20/12
Hazardous Site File	ERR	412-85-10/17a&b
Hazardous Site File	FMR	412-85-18/23a&b
Hazardous Site File	RAH	412-85-18/23
Hazardous Waste Data System	SWP	412-85-7/18
Hazardous Waste		
Tech Material	RAH	412-85-18/20
Oil and Hazardous Materials		
Facility Files	RES	412-85-21/5a&b
Priority List of Hazardous		
Waste Site Clean-up	RAH	412-85-18/25
Records Relating To Recovery		
Of Claims On Superfund	FMR	412-85-27/II,7
Records Relating to the Support		
of Agency Recovery Claims Under		
the Comprehensive Environmental		
Response, Compensation, and		
Liability Act (Superfund)	FMR	412-85-27/III,6
Remedial Agreements	ALL	412-85-25/5d
Remedial Investigation File	ERR	412-85-10/17b
Suspension and		
Debarment Files	IGR	412-86-4/7
Systems Documentation	IRM	412-86-3/12
Tech Asst Data Systems	ERR	412-85-10/20
(Reimbursable) Technical		
Assistance File	IAR	412-85-16/12
Tech Data Files	PPR	412-85-24/24
Tech Program		
Reference File	RAH	412-85-18/6
Tech Reference Files	RDL	412-85-23/8
Tech Reports	MSR	412-85-14/9a&b
Technological Assessment		
File	MSR	412-85-14/13a&b
Telephone Report (Long		
Distance Calls)	IRM	412-86-3/28
Telephone Service Requests	IRM	412-86-3/29
Television Appearances	ALL	412-83-1/various
Test Methods and Analysis	PPR	412-85-24/28

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Time and Attendance Report	ALL	412-85-27/II,2a&b
Timekeeper's Records	OMR	412-86-2/16
(SARA, Title III, Section 313,) Toxic Chemical Release Inventory File	OTS	412-88-3/18a&b
Toxic Release Inventory System	OTS	412-88-3/9
Toxic Substances Reference Files	OTS	412-85-12/9
Training Course Materials	AQP	412-85-15/6a&b
(Employee) Training Files	OMR	412-86-2/12
(Health and Safety) Training Files	SRS	412-85-8/11
Training Program Files	PRS	412-85-28/18
Training Registration Record File	AQP	412-85-15/7
Training Report Files	PRS	412-85-28/19
Translation File	IRM	412-86-3/27
<u>Transportation Records</u>		
Damaged or Improper Shipment	FSR	412-85-26/VI,2
Freight Records	FSR	412-85-26/VI,1
Negotiations on Rates, Freight Classifications, etc.	FSR	412-85-26/VI,6
Prepaid Inbound Bill of Lading Files	FSR	412-85-26/VI,4
Prepaid Outbound Salvage Bill of Lading Files	FSR	412-85-26/VI,3
Reduced Rates and/or Tariffs	FSR	412-85-26/VI,5
Studies of Transportation Modes and Methods	FSR	412-85-26/VI,7
Transport Control Plans	RAH	412-85-18/13
(Medical Records Containing) Tissue Samples	RAH	412-85-18/30
Travel Expense Files	OMR	412-86-210
(International) Travel Plans File	IAR	412-85-16/24
(Annual Foreign) Travel Reports	IAR	412-85-16/26

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
(International) Trip Reports	IAR	412-85-16/25
TSCA Chemical Inventory File	OTS	412-85-12/15a,b&c
U.S./Canadian Relations File	IAR	412-85-16/22a&b
U.S./Mexican Relations File	IAR	412-85-16/23a&b
U.S./U.S.S.R. Environmental Agreement File	IAR	412-85-16/13a&b
United Nations Environmental Program File	IAR	412-85-16/7
Video Recordings	ALL	412-83-1/various
WASTE		
(Transboundary Movement of) Hazardous Waste	IAR	412-85-16/29a&b
(Areawide) Waste Treatment Management "208" File	WPR	412-85-6/40
(Needs Survey Program File)- Waste Treatment Plant	WPR	412-85-6/18
(EPA Municipal) Waste Water Treatment Project Projections - Obligations by State Under PL 92-500	WPR	412-85-6/20
(Project Management) Waste Water Treatment Construction Grant Program	WPR	412-85-6/17
WATER		
Continuing Environmental Support Agreements and Waste Water Construction Grant Agreements Administered by Regional Offices	RWP	412-85-17/2
Grant Agreemt Files/Wastewater	AIA	412-85-25/5c
Load Allocation Working Papers	RWP	412-85-17/9
Manuals, Handbooks and Workshop Programs	WPR	412-85-6/10
Master City File Directory Program	WPR	412-85-6/44
Sole Source Aquifer Files	RWP	412-85-17/23
Water Quality Modeling File	RWP	412-85-17/7a&b
Water Quality Stream File	RES	412-85-21/8
Water Supply Laboratory Certification Program File	RAD	412-85-22/14
Water Supply Legal Work File	RWP	412-85-17/17
Water Supply Program Reference File	RWP	412-85-17/20
Water Supply Training File	RWP	412-85-17/21

<u>Term</u>	<u>Abbreviation</u>	<u>Schedule/Item</u>
Weekly Legislative Reports	LRS	412-87-2/14
Wild and Scenic Rivers Studies File	RWP	412-85-17/3
Wire and Wireless Message Files	FSR	412-85-26/VII, 3a, b&c
Working Groups/ Steering Committee	FAR	412-84-1/17a, b&c
Workpaper Files	IGR	412-86-4/5
World Health Organization (WHO) File	IAR	412-85-16/20a&b

**APPENDIX I
NUMERICAL LISTING OF
AGENCY RECORDS CONTROL SCHEDULES**

SCHEDULE #	SCHEDULE TITLE	APPLIES
NC174-118	Organization and Management	Agencywide
NCI-412-78-5	Committee Records	Agencywide
NCI-412-83-1	Audiovisual Records	Agencywide
NCI-412-84-1	Federal Activities Records	HQ Only (Item 7 is Agencywide)
N1-412-84-2	General Counsel Records	Agencywide
NC1-412-85-1	Resources Systems Records (Comptroller)	Agencywide
NCI-412-85-2	Administrative Law Judge	Agencywide
NC1-412-85-3	Regional Operations Records	HQ Only
NC1-412-85-4	Intergovernmental Liaison Records	HQ Only
NC1-412-85-5	Procurement/Contracts Records	Agencywide
NC1-412-85-6	Water Program Records	HQ Only
NCI-412-85-7	Solid Waste Program Records	HQ Only
NC1-412-85-8	Safety Records	Agencywide (Page 1 is HQ Only)
NCI-412-85-9	Budget Operations Records	Agencywide
NCI-412-85-10*	Emergency and Remedial Response	HQ Only
NCI-412-85-11	Administrator and Deputy Administrator	HQ Only

SCHEDULE #	SCHEDULE TITLE	APPLIES
NC1-412-85-12***	Office of Toxic Substances	HQ Only
NCI-412-85-13	Enforcement and Comp. Monitoring	HQ Only
NC1-412-85-14	Mobile Source Records	HQ Only
NCI-412-85-15	Air Quality Planning and Standards	HQ Only
NC1-412-85-16	International Activities Records	HQ Only
NC1-412-85-17	Regional Water Program	Regional
NC1-412-85-18	Reg. Air & Hazardous Waste Program	Regional
NC1-412-85-19	Reg. Administrator & Staff Offices	Regional
NC1-412-85-20	Regional Enforcement Records	Regional
NC1-412-85-21	Regional Environmental Services	Regional
NC1-412-85-22	Research and Development Records	HQ Only
NC1-412-85-23	Research and Environmental Development Laboratories	Research Labs
NC1-412-85-24**	Pesticides Program Records	HQ Only
NCI-412-85-25	Assistance & Interagency Agreement	Agencywide
NCI-412-85-26	Facilities and Support Services	Agencywide
NC1-412-85-27	Financial Management Records	Agencywide
NC1-412-85-28	Personnel Records	Agencywide
N1-412-86-1	Radiation Program Records	HQ Only
N1-412-86-2	Office Management Records	Agencywide
N1-412-86-3	Information and Resource Management	Agencywide

SCHEDULE #	SCHEDULE TITLE	APPLIES
N1-412-86-4	Inspector General Records	Agencywide
N1-412-87-2	Legislative Records	HQ Only
NI-412-87-3	Civil Rights Records	Agencywide
N1-412-87-4	Planning and Evaluation and Program Reporting Records	Agencywide
N1-412-87-5	Public Affairs Records	HQ Only

*** For Item 15 use N1-412-87-1**

**** For Item 56 use N1-412-88-2**

***** For Items 18 and 19 use N1-412-88-3**

APPENDIX II

GUIDE TO ABBREVIATIONS USED IN THE INDEX TO RECORDS CONTROL SCHEDULES

ADA - Administrator and Deputy Administrator

ALJ - Administrative Law Judge

AQP - Air Quality Planning and Standards

ALL - Applies Agencywide

AIA - Assistance and Interagency Agreement

BOR - Budget Operations Records

CRR - Civil Rights Records

CRF - Committee Record Files

ERR - Emergency Remedial Response

ECM - Enforcement and Compliance Monitoring

FSR - Facilities and Support Service Records

FAR - Federal Activities Records

FMR - Financial Management Records

GCR - General Counsel Records

IRM - Information and Resource Management

IGR - Inspector General Records

ILR - Intergovernmental Liaison Records

IAR - International Activities Records

LRS - Legislative Record Schedule

MSR - Mobile Source Records

OMR - Office Management Records

OTS - Office of Toxic Substances

OAM - Organization and Management Records

PRS - Personnel Record Schedule

PPR - Pesticide Program Records

PEP - Planning and Evaluation and Program Reporting Records

PCR - Procurement/Contracts Records

PAR - Public Affairs Records

RPR - Radiation Program Records

RAS - Regional Administrator and Staff Offices

RAH - Regional Air and Hazardous Waste Program

RER - Regional Enforcement Record

RES - Regional Environmental Service Program Records

ROR - Regional Operations Records

RWP - Regional Water Program Records

RAD - Research and Development

RDL - Research and Development Laboratory Records

RSR - Resources Systems Records

SRS - Safety Record Schedule

SWP - Solid Waste Program

WPR - Water Program Records