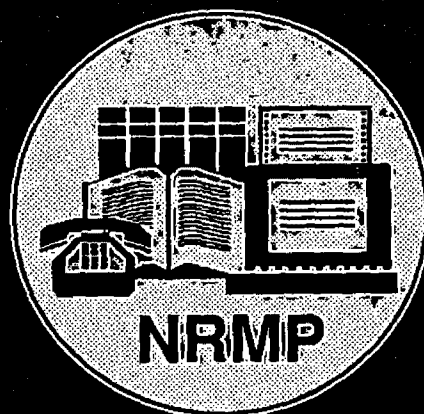


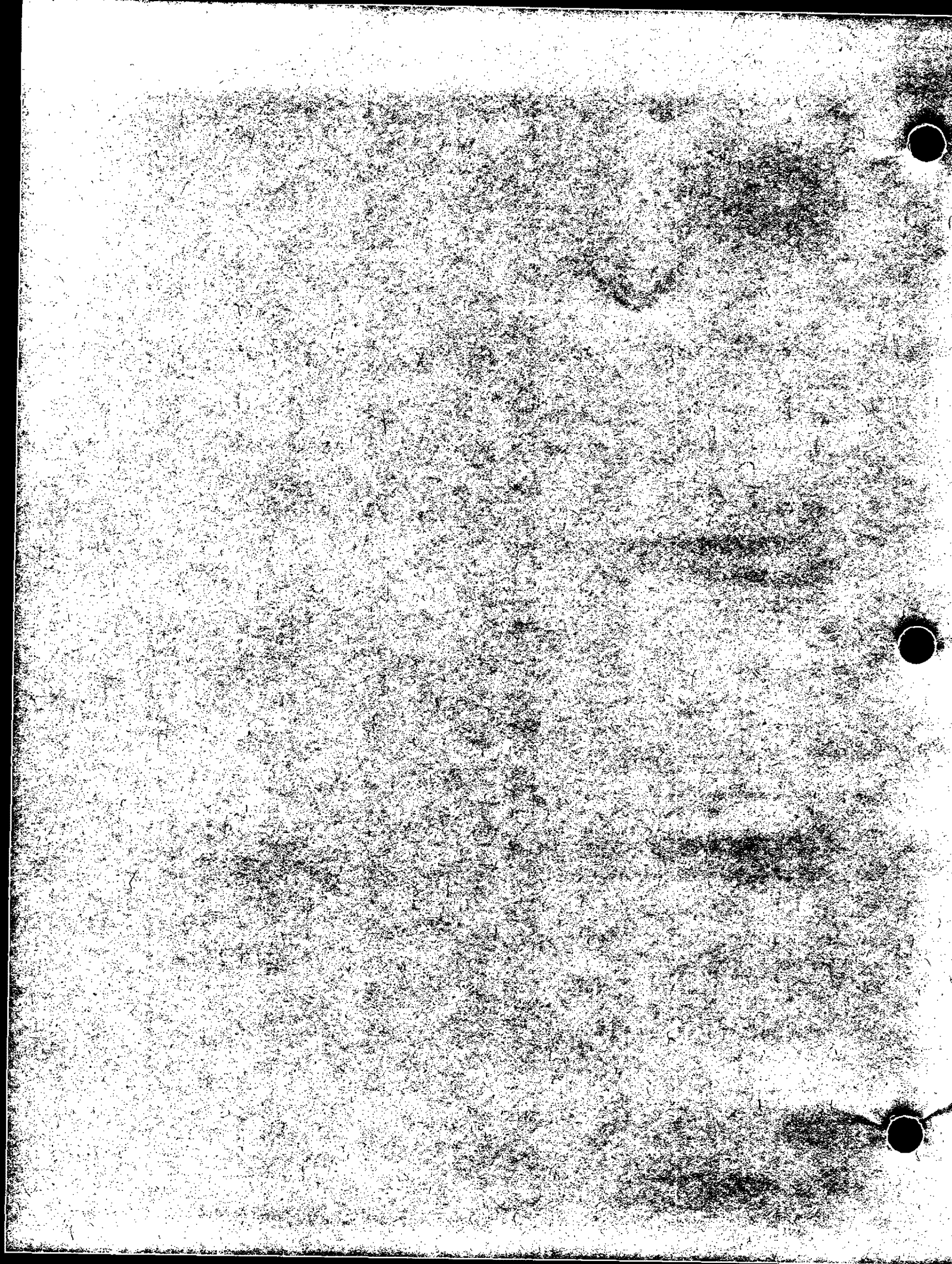
EPA/220B-93-020  
1993 Edition

# ACCESS EPA

## Records Management Programs



Information Access Branch  
Information Management and Services Division  
U.S. Environmental Protection Agency  
401 M Street, SW  
Washington, DC 20460

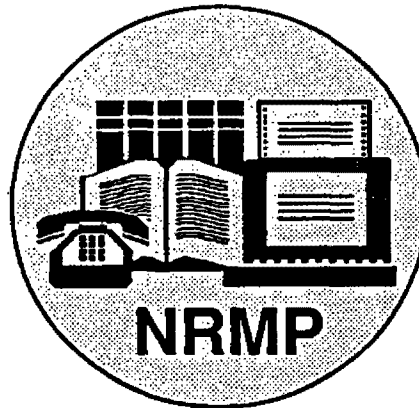


EPA  
220  
B  
93  
020  
C.2  
✓

EPA/220B-93-020  
1993 Edition

# ACCESS EPA

## Records Management Programs



Information Access Branch  
Information Management and Services Division  
U.S. Environmental Protection Agency  
401 M Street, SW  
Washington, DC 20460

NOV 2 1993

HEADQUARTERS LIBRARY  
ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460



## Contents

INTRODUCTION .....	vii
--------------------	-----

### RECORDS MANAGEMENT PROGRAMS

National Records Management Program Washington, DC .....	1
---	---

Headquarters Records Management Program Washington, DC .....	3
---	---

Principal Records Management Contacts for EPA Headquarters Offices .....	4
--	---

Office of Inspector General (OIG), Office of Management, Resources Management Division .....	7
---	---

Office of Policy, Planning & Evaluation (OPPE) .....	8
--	---

Office of Research and Development (ORD), Records Management Program ...	9
--	---

Office of Solid Waste and Emergency Response (OSWER) Records Management Program .....	10
--	----

Office of Water (OW) Records Management Program .....	11
---	----

Regional Records Management Program (Reg. 1) .....	12
--	----

Hazardous Waste Superfund Remedial Records Management Program (Reg. 1) .....	13
---	----

Hazardous Waste Superfund Removal Records Management Program (Reg. 1) .....	14
--	----

Environmental Research Laboratory/ORD Records Management Program Narragansett, RI .....	15
---	----

Regional Records Management Program (Reg. 2) .....	16
--	----

Hazardous Waste Superfund Records Management Program (Reg. 2) .....	17
---	----

Regional Records Management Program (Reg. 3) .....	18
--	----

Hazardous Waste Superfund Remedial Records Management Program (Reg. 3) .....	19
Central Regional Laboratory (CRL) Records Management Program .....	20
Regional Records Management Program (Reg. 4) .....	21
Hazardous Waste Superfund Records Management Program (Reg. 4) .....	22
Office of Administration and Resources Management Records Management Program Research Triangle Park, NC .....	24
Air and Energy Engineering Research Laboratory Records Management Program Research Triangle Park, NC .....	25
Atmospheric Research and Exposure Assessment Laboratory Records Management Program Research Triangle Park, NC (Reg. 4) .....	26
Environmental Research Laboratory/ORD Records Management Program Athens, GA (Reg. 4) .....	27
Environmental Research Laboratory/ORD Records Management Program Gulf Breeze, FL (Reg. 4) .....	28
Health Effects Research Laboratory/ORD Records Management Program Research Triangle Park, NC (Reg. 4) .....	29
National Air and Radiation Laboratory Records Management Program Montgomery AL (Reg. 4) .....	30
Environmental Criteria and Assessment Office Records Management Program Research Triangle Park, NC (Reg. 4) .....	31
Regional Records Management Program (Reg. 5) .....	32
Waste Management Division Records Management Program (Reg. 5) .....	34

Office of Administration and Resources Management Records Management Program Cincinnati, OH (Reg. 5) .....	35
Environmental Monitoring Systems Laboratory/ORD Records Management Program Cincinnati, OH (Reg. 5) .....	36
Environmental Research Laboratory/ORD Records Management Program Duluth, MN (Reg. 5) .....	37
National Vehicle and Fuel Emissions Laboratory (NVFEL) Records Management Program Ann Arbor, MI (Reg. 5) .....	38
Environmental Criteria and Assessment Office Records Management Program (Cincinnati) (Reg. 5) .....	39
Regional Records Management Program (Reg. 6) .....	40
Hazardous Waste Superfund Remedial Records Management Program (Reg. 6) .....	41
Robert S. Kerr Environmental Research Laboratory Records Management Program Ada, OK (Reg. 6) .....	42
Regional Records Management Program (Reg. 7) .....	43
Hazardous Waste Superfund Remedial Records Management Program (Reg. 7) .....	44
Hazardous Waste Superfund Removal Records Management Program (Reg. 7) .....	45
Environmental Services Division .....	46
Regional Records Management Program (Reg. 8) .....	47
Hazardous Waste Superfund Remedial Records Management Program (Reg. 8) .....	48
Hazardous Waste Superfund Removal Records Management Program (Reg. 8) .....	49

Regional Records Management Program (Reg. 9) .....	50
Hazardous Waste Management Division Superfund Program Records Management Program (Reg. 9) .....	51
Environmental Monitoring Systems Laboratory (EMSL) Records Management Program Las Vegas, NV (Reg. 9) .....	52
Regional Records Management Program (Reg. 10) .....	53
Hazardous Waste Superfund Records Management Program (Reg. 10) .....	54
Environmental Research Laboratory Records Management Program Corvallis, OR (Reg. 10) .....	56
<b>Appendix A</b>	
Alphabetical Index .....	57
<b>Appendix B</b>	
Agency Records Management Policy .....	61
<b>Appendix C</b>	
EPA Records Management Tools .....	67



## Introduction

*Records Management Programs* is designed to allow EPA staff and the public to identify records management contacts in each facility or program, and to facilitate communications among records managers Agencywide. It contains information about the records management programs and the services they offer.

Entries are arranged by EPA organizational structure. Headquarters records management programs are listed first, followed by the ten Regions in which the network is located. Additional records programs, including Laboratories and Superfund, are listed after the entry for their Regional records management program. An alphabetical cross-reference to these records programs is included in Appendix A, "Alphabetical Index."

The National Records Management Program at Headquarters provides the overall framework to accomplish the mission, issues Agencywide policy and guidance, and provides client and records network communication. Regions and Laboratories designate a Records Management Officer to implement records management programs, and carry out records management responsibilities in their area. Appendix B, "Agency Records Management Policy," explains the Agency's records management structure and responsibilities and references the Federal legislation and supporting regulations which govern the records management programs of all Federal Agencies.

The mission of the Agency's records management program is to provide records management leadership and expertise to all Agency programs. The main objectives of the Agency's records management program are to ensure access to facilitate environmental decision making, and manage records in the most efficient and economical manner. These objectives are achieved through a comprehensive program of policy and guidance development, communication and outreach initiatives, education and training, and direct services to programs. Appendix C, "EPA Records Management Tools," provides a list of publications that form the backbone of a records management program. These tools are divided into three categories: Essential tools which include regulatory, standards, and policy publications; Useful tools covering additional sources of helpful information; and a selected list of National Archives and Records Administration (NARA) Publications. This Appendix may be reproduced and used for ordering purposes.

The information in this *Records Management Programs* is based on a survey of records management programs conducted by the Information Access Branch, Information Management and Services Division, Office of Information Resources Management. A copy of the "Records Management Survey" form is located in the back of the directory for programs that may not be included in this edition. Completed forms and questions about the directory should be sent to:

Michael Miller  
National Program Manager for Records Management  
Information Management and Services Division, 3404  
U.S. Environmental Protection Agency  
401 M Street, SW  
Washington, DC 20460

(202) 260-5911

## NATIONAL RECORDS MANAGEMENT PROGRAM

RECORDS

**Address:** U.S. Environmental Protection Agency  
Information Management and Services Division  
Office of Information Resources Management  
401 M Street, SW, 3404  
Washington, DC 20460

**Fax:** (202) 260-3923

### Principal Contact(s):

**Name:** Michael L. Miller  
**Responsibility:** National Program Manager for Records  
Management  
**Telephone:** (202) 260-5911  
**Email:** MILLER.MICHAEL—OIRM

**Name:** Gloris J. Butler  
**Responsibility:** Coordinator for Dockets Network  
**Telephone:** (202) 260-3639  
**Email:** BUTLER.GLORIS

**Description of Program:** The National Records Management Program is responsible for providing leadership and direction for the Agency's records management program. Among its responsibilities are developing an overall records management strategy; producing the policy, procedures, and guidance necessary to implement that program; cooperating with other units in OIRM in developing policies and guidance on the application of technology to records management; coordinating the program within the Agency and with interested outside parties such as the National Archives and Records Administration; representing the Agency in interagency records management groups; and assisting records programs across the Agency with advice and technical expertise, especially the Superfund and Dockets programs.

**Description of Services Provided:** The National program provides a wide range of services to EPA records managers and staff. It develops guidance products and training materials to meet the needs of the Agency's records management staff; responds to requests for technical assistance on all aspects of records management; operates the Docket and Records Management Networks; coordinates communications and networking among records and docket managers Agencywide; promotes improved communications among records and docket managers through meetings, site visits, conferences, and the publication of INFOACCESS, the *Records Management Programs Directory* and numerous other publications; and coordinates relations with the National Archives and Records Administration.

**Description of Finding Aids:** The National staff maintains the official set of Agency records disposition schedules, which serve as a high level finding aid to all Agency records. The National program staff also maintains a complete set of Agency records management policy, guidance, and procedures, as well as a reference collection of records management related materials.

## HEADQUARTERS RECORDS MANAGEMENT PROGRAM

RECORDS

**Address:** U.S. Environmental Protection Agency  
Information Management and Services Division  
Office of Information Resources Management  
401 M Street, SW, 3404  
Washington, DC 20460

**Fax:** (202) 260-3923

**Principal Contact(s):**

**Name:** Harold Webster  
**Responsibility:** Headquarters Records Officer  
**Telephone:** (202) 260-5912  
**Email:** WEBSTER.HAROLD

**Description of Program:** The Headquarters records management program is responsible for providing operational records management support for all Headquarters programs.

**Description of Services Provided:** The Headquarters program provides a wide range of services to Headquarters offices to assist them in properly managing their records. The Headquarters records management program provides technical assistance on all aspects of records management, records disposition, and filing procedures; briefs program managers on records management responsibilities; trains staff in records management procedures; and assists in retiring records to the Washington National Records Center.

The National Records Management Program has also established a Records Management Council consisting of a principal contact from each major Headquarters program. The principal contact oversees records management in that program, reviews draft policies and procedures, and advises the Headquarters program on records management issues and needs. A list of the Council members follows this entry.

**Description of Finding Aids:** The Headquarters staff maintains a complete list of all records stored at the Washington National Records Center.

**PRINCIPAL RECORDS MANAGEMENT CONTACTS FOR EPA  
HEADQUARTERS OFFICES**

**Name:** Frank Rusincovitch  
**Responsibility:** Office of the Administrator  
**Mail Code:** 1104  
**Telephone:** (202) 260-4070  
**Email:** RUSINCOVITCH.FRANK

**Name:** Fredella Baylor  
**Responsibility:** Office for Regional Operations and State/Local  
Relations  
**Mail Code:** 1501  
**Telephone:** (202) 260-4719  
**Email:** BAYLOR.FREDELLA

**Name:** Susan Mulvaney  
**Responsibility:** Office of Congressional and Legislative Affairs  
**Mail Code:** 1301  
**Telephone:** (202) 260-5420  
**Email:** MULVANEY.S

**Name:** Sheri Johnson  
**Responsibility:** Office of Communications, Education, and  
Public Affairs  
**Mail Code:** 1701  
**Telephone:** (202) 260-5283  
**Email:** JOHNSON.SHERI

**Name:** Carrie Pope  
**Responsibility:** Office of International Activities  
**Mail Code:** 2640  
**Telephone:** (202) 260-4304  
**Email:** POPE.CARRIE

**Name:** Katherine Lewis  
**Responsibility:** Office of Administration and Resources Management  
**Mail Code:** 3101  
**Telephone:** (202) 260-5954  
**Email:** LEWIS.KATHERINE

**Name:** Joan Alcock  
**Responsibility:** Office of Enforcement  
**Mail Code:** 2212  
**Telephone:** (202) 260-3049  
**Email:** ALCOCK.JOAN

**Name:** Paul E. Frazier  
**Responsibility:** Office of General Counsel  
**Mail Code:** 2310  
**Telephone:** (202) 260-8052  
**Email:** FRAZIER.PAUL

**Name:** Patricia A. Lyttle  
**Responsibility:** Office for Policy, Planning and Evaluation  
**Mail Code:** 2111  
**Telephone:** (202) 260-4339  
**Email:** LYTTLE.PATRICIA

**Name:** Kennetta Calloway  
**Responsibility:** Office of the Inspector General  
**Mail Code:** 2442  
**Telephone:** (202) 260-8970  
**Email:** N/A

**Name:** Deborah Ross  
**Responsibility:** Office of Water  
**Mail Code:** 4102  
**Telephone:** (202) 260-0173  
**Email:** ROSS.DEB

**Name:** Lisa Jenkins  
**Responsibility:** Office of Solid Waste and Emergency Response (OSWER)  
**Mail Code:** 5104  
**Telephone:** (202) 260-7951  
**Email:** JENKINS.LISA

**Name:** Dawn Roddy  
**Responsibility:** Office of Air and Radiation  
**Mail Code:** 6102  
**Telephone:** (202) 260-4993  
**Email:** RODDY.DAWN

**Name:** Thomas Hooven  
**Responsibility:** Office of Prevention, Pesticides and Toxic Substances  
**Mail Code:** 7101  
**Telephone:** (202) 260-2906  
**Email:** HOOVEN.TOM

# RECORDS

<b>Name:</b>	Lois Riley
<b>Responsibility:</b>	Office of Research and Development
<b>Mail Code:</b>	8102
<b>Telephone:</b>	(202) 260-9139
<b>Email:</b>	RILEY.LOIS



**OFFICE OF INSPECTOR GENERAL, OFFICE OF MANAGEMENT,  
RESOURCES MANAGEMENT DIVISION**

**RECORDS**

**Address:** OIG/OM/RMD  
U.S. Environmental Protection Agency  
401 M Street, SW (2410)  
Washington, DC 20460

**Telephone:** (202) 260-7333

**Fax:** (202) 260-6976

**Principal Contact(s):**

**Name:** Kennetta Calloway  
**Responsibility:** OIG Records Management Coordinator  
**Telephone:** (202) 260-7333  
**Email:** N/A

**Description of Program:** The program coordinates the maintenance of records in the centralized file rooms and assists in the management of administrative, program, and technical support files for all Headquarters programs. Provides guidance on records policy and procedures in accordance with the Records Management Manual. Ensures records are maintained and disposed of according to records schedules.

**Description of Services Provided:** The OIG Records Management Coordinator provides program assistance in the following areas: coordinates the maintenance of records in the centralized file room and the transfer and storage of records, ensures personnel receive records training, updates file plans, responds to records inquiries, and attends Records Council Meetings.

**Description of Finding Aids:** N/A

## **OFFICE OF POLICY, PLANNING & EVALUATION (OPPE)**

**Address:** Program Administration and Resources Management  
Staff, 2111  
U.S. Environmental Protection Agency  
401 M Street, SW  
Washington, DC 20460

**Telephone:** (202) 260-4339

**Fax:** (202) 260-0275

### **Principal Contact(s):**

**Name:** Patricia A. Lyttle  
**Responsibility:** OPPE Records Management Program Coordinator  
**Telephone:** (202) 260-4339  
**Email:** LYTTLE.PATRICIA

**Description of Program:** The OPPE Records Management Program coordinates records management for all programs within OPPE and assists OPPE program offices with records management activities.

**Description of Services Provided:** The OPPE Records Management Program Coordinator works with the National Records Management Program to develop guidelines and training to meet OPPE program and staff needs; coordinates communication and networking among records managers within OPPE; and responds to requests for technical assistance on all aspects of records management.

**Description of Finding Aids:** N/A

**OFFICE OF RESEARCH AND DEVELOPMENT, RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Office of Research and Development,  
Office of Research Program Management, 8102  
401 M Street, SW  
Washington, DC 20460

**Telephone:** (202) 260-7462

**Fax:** (202) 260-0552

**Principal Contact(s):**

**Name:** Lois Riley  
**Responsibility:** ORD Records Management Program Coordinator  
**Telephone:** (202) 260-9139  
**Email:** RILEY.LOIS

**Description of Program:** The ORD Records Management Program coordinates records management for all programs within ORD both at Headquarters and in the Laboratories, and assists ORD program offices with records management activities.

**Description of Services Provided:** The ORD Records Management Program through its Headquarters ORD Records Management Task Force, provides a range of services to ORD records managers and staff. The program manager works with the National Records Management Program to develop guidance products and training specially tailored to ORD programs and staff; responds to requests for technical assistance on all aspects of records management; and works with ORD Headquarters and Laboratories personnel to improve and, where appropriate, automate their records management procedures. The ORD Records Management Program coordinates communications and networking among records managers within ORD Headquarters and Laboratories offices, between ORD and the National Records Management Program; promote communication among records managers within ORD through meetings, site visits, and conducting Telecommunications sessions with its Laboratories in the field.

**Description of Finding Aids:** N/A

**OFFICE OF SOLID WASTE AND EMERGENCY RESPONSE (OSWER)  
RECORDS MANAGEMENT PROGRAM**

**Address:** OSWER-IM  
U.S. Environmental Protection Agency  
5101  
401 M Street, SW  
Washington, DC 20460

**Fax:** (202) 260-8929

**Principal Contact(s):**

**Name:** Lisa Tracy Jenkins  
**Responsibility:** OSWER Records Management Program Coordinator  
**Telephone:** (202) 260-7951  
**Email:** JENKINS.LISA

**Description of Program:** The OSWER Records Management Program coordinates records management for all programs within OSWER, both at Headquarters and in the Regions, and assists OSWER program offices with records management activities.

**Description of Services Provided:** The OSWER Records Management Program provides a wide range of services to OSWER records contacts, managers and staff. The program manager works with the National Records Management Program to develop guidance products and training specifically tailored to OSWER programs and staff; responds to requests for technical assistance on all aspects of records management; and works with OSWER Headquarters and Regional personnel to improve and, where appropriate, automate their records management procedures. The OSWER Records Management Program coordinates communications and networking among records managers within OSWER Headquarters offices, between OSWER Headquarters and the Regional offices, among Regional Hazardous Waste Division offices, and between OSWER and the National Records Management Program; promoting communication among records managers within OSWER through meetings, site visits, and the OSWER records work groups. The Program sponsors projects to assist all OSWER Headquarters offices and Regions in improving their records management programs.

**Description of Finding Aids:** N/A

## OFFICE OF WATER (OW) RECORDS MANAGEMENT PROGRAM

RECORDS

**Address:** OW/PRMO/CIMS  
U.S. Environmental Protection Agency  
4102  
401 M Street, SW  
Washington, DC 20460

**Fax:** (202) 260-5711

### **Principal Contact(s):**

**Name:** Deborah Ross  
**Responsibility:** OW Records Management Officer  
**Telephone:** (202) 260-0173  
**Email:** ROSS.D

**Description of Program:** The OW Records Management Program coordinates records management for all programs within the Office of Water and assists OW program offices with records management activities.

**Description of Services Provided:** The OW Records Management Program provides a range of services to OW managers and staff. The OW records management officer works with the Agency's National Records Management Program to develop and foster records management procedures in accordance with the Agency guidance. The OW records management officer coordinates communication and networking among designated records managers within OW Headquarters through briefings, site visits, and regular OW Records Managers Network meetings. The OW Records Management Program provides training tailored to OW programs and staff. The OW records managers respond to requests from OW staff for technical assistance on all aspects of records management.

**Description of Finding Aids:** N/A

## **REGION 1 REGIONAL RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 1  
Regional Records Management Program  
JFK Federal Building, PIM  
Boston, MA 02203

**Fax:** N/A

### **Principal Contact(s):**

**Name:** Margo Palmer  
**Responsibility:** Regional Records Officer  
**Telephone:** (617) 565-1495  
**Email:** PALMER.MARGO

**Name:** Barbara A. Callahan (contractor)  
**Responsibility:** Records Manager, Congress Street Records Centers  
**Telephone:** (617) 565-4905  
**Email:** CALLAHAN.BARBARA

**Description of Program:** Operates records centers for the Air Management Division, the Water Management Division, and the Regional Office. The program assists in the management of administrative, program, and technical support files for all Regional programs. Major areas of activity include designing and equipping the records centers; proposing Regional policies, procedures, and standards for Regional records management; and developing program-specific file structures.

**Description of Services Provided:** The Regional Records Management Program provides program assistance in the following areas: conducting space planning, retiring, and retrieving records; generating records holding reports; creating file plans; developing file structures; assisting with records disposition; and developing storage and retrieval systems.

**Description of Finding Aids:** Container Tracking System: An automated system (Clipper) that locates records by room number and container and provides a description of the records, activity level, and restrictions.

Regional Counsel Records Tracking System: An automated system (dBase III) that tracks records for cases, state programs, and other files and matches them with Records Control Schedule numbers, cut-off dates, retirement dates, and destruction dates.

**REGION 1 HAZARDOUS WASTE SUPERFUND REMEDIAL  
RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 1  
Waste Management Division  
Records Center (HES CAN 6)  
90 Canal Street  
Boston, MA 02203

**Fax:** (617) 573-9662

**Principal Contact(s):**

**Name:** Margaret Meehan  
**Responsibility:** Remedial Administrative Record Coordinator,  
Superfund Records Manager  
**Telephone:** (617) 573-9247  
**Email:** MEEHAN.MARGARET

**Name:** Jim Kyed  
**Responsibility:** Head Librarian, Waste Management Division  
Records Center  
**Telephone:** (617) 573-9656  
**Email:** JKYED

**Description of Program:** The program operates the Waste Management Division Records Center and is responsible for the creation and management of the Administrative Record for Superfund Remedial sites and the organization of the Superfund site files. Files include Resource Conservation and Recovery Act (RCRA) and Superfund Administrative Records, National Priority List (NPL) and Federal Facilities Dockets, and the Compendium Collections.

**Description of Services Provided:** The program provides support for EPA staff in the areas of records maintenance, reference, retrieval, microfilming, and litigation research. It also operates a public research room and responds to telephone calls and written inquiries from the public.

**Description of Finding Aids:** The program maintains automated systems for both RCRA and Superfund file structures and document tracking systems and Contract Lab Program (CLP) tracking data. The RCRA records are compiled on an in-house system (Docutrak).

**REGION 1    HAZARDOUS WASTE SUPERFUND REMOVAL  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 1  
New England Regional Laboratory  
Environmental Services Division (EEB-LEX)  
60 Westview Street  
Lexington, MA 02173-3185

**Fax:** (617) 860-4397

**Principal Contact(s):**

**Name:** Pam Bruno (EPA)  
**Responsibility:** Administrative Record Coordinator—Removals  
**Telephone:** (617) 860-4309  
**Email:** BRUNO.PAM

**Name:** Lyn McCoy (contractor)  
**Responsibility:** Superfund Removal Records Librarian  
**Telephone:** (701) 747-6600  
**Email:** MCCOY.LYN

**Description of Program:** The Superfund Removal Records Management Program provides records management support to the Emergency Planning and Response Branch and is responsible for the creation and management of Administrative Records for Superfund Removal Actions. Laboratory Records are controlled within the programs.

**Description of Services Provided:** The program provides support for EPA staff in the areas of Administrative Record creation, site file organization, reference, records retrieval, and litigation research. It also coordinates storage, retention, and disposition of records. The files in the collection include removal site files, spill reports, and other miscellaneous superfund documents. The program also provides public access to Removal Administrative Records and other nonrestricted documents.

**Description of Finding Aids:** Superfund removal records are organized in site files by subject. The program is the process of implementing an online catalog of documents using Inmagic software.



**ENVIRONMENTAL RESEARCH LABORATORY/ORD (NARRAGANSETT),  
RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Environmental Research Lab/ORD  
27 Tarzwell Drive  
Narragansett, RI 02882

**Fax:** (401) 782-3030

**Principal Contact(s):**

**Name:** Neal F. Lackie  
**Responsibility:** Wet Lab Manager Property Officer  
**Telephone:** (401) 782-3119  
**Email:** LACKIE.NEAL

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Maintains property records files. Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** N/A

## **REGION 2 REGIONAL RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 2  
Regional Records Management Program  
26 Federal Plaza, Room 505  
New York, NY 10278

**Fax:** (212) 264-5433

**Principal Contact(s):**

**Name:** Joseph A. Clore  
**Responsibility:** Regional Records Officer  
**Telephone:** (212) 264-7306  
**Email:** CLORE.JOSEPH

**Description of Program:** The program assists in the management of administrative, program, and technical support files for all Regional programs. Major areas of activity include proposing Regional policies, procedures, and standards for Regional records management, and developing program-specific file structures.

**Description of Services Provided:** The Regional Records Management Program provides program assistance in the following areas: conducting space planning, retiring and retrieving records, generating records-holding reports, creating file plans, developing file structures, and developing storage and retrieval systems.

**Description of Finding Aids:** N/A

**REGION 2 HAZARDOUS WASTE SUPERFUND  
RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 2  
Emergency and Remedial Response Division  
26 Federal Plaza, Room 759  
New York, NY 10278

**Fax:** (212) 264-7611

**Principal Contact(s):**

**Name:** Jennie Delcimento  
**Responsibility:** Superfund Records Manager and Remedial  
Coordinator Administrative Records  
**Telephone:** (212) 264-8676  
**Email:** N/A

**Description of Program:** The program operates the Emergency and Remedial Response Division Records Center and is responsible for the creation and management of the Administrative Record for Superfund sites and the organization of the site files. Files include Superfund Administrative Records, National Priority List (NPL) and Federal Facilities Dockets, and the National Record of Decision and Compendium Collections.

**Description of Services Provided:** The program provides support for Division staff in the areas of records maintenance, Freedom of Information Act (FOIA) support, site file compilation, reference, records retrieval, and Administrative Record compilation. It also provides public access to the Administrative Record and responds to telephone calls from the public.

**Description of Finding Aids:** N/A

## **REGION 3 REGIONAL RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 3  
Information Research Center  
841 Chestnut Building  
Philadelphia, PA 19107

**Fax:** (215) 597-0811

### **Principal Contact(s):**

**Name:** Barbara J. Brown  
**Responsibility:** Regional Records Manager  
**Telephone:** (215) 597-0580  
**Email:** BROWN.BARBARAJ

**Description of Program:** Oversees the Regional Records Management Program in Region 3. The program assists in the management of administrative, program, and technical support files for all Regional programs. Major areas of activity include designing and equipping the records centers; proposing Regional policies, procedures, and standards for Regional records management; and developing program-specific file structures.

**Description of Services Provided:** The Regional Records Management Program provides program assistance in the following areas: conducting space planning, retiring and retrieving records, generating records-holding reports, creating file plans, developing file structures, developing storage and retrieval systems, deciding retention and disposition of records, coordinating cleanup days, holding quarterly meetings, and conducting training.

**Description of Finding Aids:** Maintain official set of agency record control schedules and records management manuals as well as records policy and guidance material.

**REGION 3 HAZARDOUS WASTE SUPERFUND REMEDIAL  
RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 3 (3HW14)  
Hazardous Waste Management Division  
841 Chestnut Street  
Philadelphia, PA 19107

**Fax:** N/A

**Principal Contact(s):**

**Name:** Anna M. Butch  
**Responsibility:** Superfund Records Manager  
**Telephone:** (215) 597-3037  
**Email:** BUTCH.ANNA

**Description of Program:** The program operates the Hazardous Waste Management Division Records Center and is responsible for the creation and management of the Administrative Record for Superfund sites and the organization of the site files. Files include Superfund Administrative Records, National Priority List (NPL) and Federal Facilities Dockets, and the National Record of Decision and Compendium Collections.

**Description of Services Provided:** The program provides support for EPA staff in the areas of records maintenance, reference, retrieval, and litigation research. Responds to telephone calls from the public.

**Description of Finding Aids:** N/A

**CENTRAL REGIONAL LABORATORY (CRL)  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Central Regional Laboratory  
839 Bestgate Road  
Annapolis, MD 21401

**Fax:** (410) 573-2698 or 2702

**Principal Contact(s):**

**Name:** Daniel Donnelly  
**Responsibility:** Laboratory Records Officer  
**Telephone:** (410) 573-2678  
**Email:** CRL/REG.111

**Name:** Annette Lage  
**Responsibility:** CLP Analytical Records Manager  
**Telephone:** (410) 593-8799  
**Email:** CMS22

**Description of Program:** Provides administrative and laboratory records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of facility records. Laboratory records include Superfund and non-Superfund analytical data generated by the CRL and the Contract Laboratory Program (CLP). Support is also provided to EPA staff in the areas of retrieval and litigation research.

**Description of Finding Aids:** In-house automated tracking system for analytical records indexed by case number on both CRL and CLP.

## REGION 4 REGIONAL RECORDS MANAGEMENT PROGRAM

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 4  
Information Services Section  
345 Courtland Street, NE  
Atlanta, GA 30365

**Fax:** (404) 347-4702

### **Principal Contact(s):**

**Name:** Jim Whittington  
**Responsibility:** Regional Records Management Officer  
**Telephone:** (404) 347-2316  
**Email:** WHITTINGTON.JIM

**Description of Program:** The program assists in the management of administrative, program, and technical support files for all Regional programs. Major areas of activity include developing and implementing a Regional records management plan; providing training, technical guidance, and assistance in records management to all programs; developing program-specific file structures; and implementing the records disposition program.

**Description of Services Provided:** The Regional Records Management Program provides program assistance in the following areas: retiring and retrieving records, creating file plans, applying records disposition schedules, developing file structures, and developing storage and retrieval systems. The program offers an on-site checkout of records approved for public inspection and copying facilities.

**Description of Finding Aids:** In-house folder-level tracking system (SQUIRM) for Superfund Records. Commercially available records management system (Versatile) for all Regional files-level management.

**REGION 4    HAZARDOUS WASTE SUPERFUND  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 4  
Waste Management Division, Waste Program Branch  
345 Courtland Street, NE  
Atlanta, GA 30365

**Fax:** (404) 347-7817

**Principal Contact(s):**

**Name:** Harold L. Key  
**Responsibility:** Superfund Records Manager  
**Telephone:** (404) 347-2930  
**Email:** KEY.HAROLD

**Name:** Debbie Jourdan  
**Responsibility:** Administrative Records Coordinator  
**Telephone:** (404) 347-2930  
**Email:** JOURDAN.DEBBIE

**Name:** Tom Love (contractor)  
**Responsibility:** Head Librarian, Superfund Records Center  
**Telephone:** (404) 347-0506  
**Email:** N/A

**Name:** Gussie Lofton (contractor)  
**Responsibility:** RCRA Records Manager  
**Telephone:** (404) 347-0506  
**Email:** N/A

**Description of Program:** The program operates the Waste Management Division Records Center and is responsible for the creation and management of the Administrative Record for Superfund Remedials and Removals and the organization of the Superfund site files. Files include Resource Conservation and Recovery Act (RCRA) and Superfund Administrative Records, National Priority List (NPL) and Federal Facilities Dockets, and the National Record of Decision and Compendium Collections.

**Description of Services Provided:** The program provides support for EPA staff in the areas of records maintenance, reference, retrieval, and litigation research. Responds to telephone calls from the public.



**Description of Finding Aids:** The Regional staff maintains a complete listing of all RCRA and Superfund site files and a list of records retired to the Federal Records Center. The Regional staff also maintains a complete set of administrative records for the Remedial and Removal programs in Region 4.

RECORDS

**OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT  
(RESEARCH TRIANGLE PARK) RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Office of Administration and Resources Management  
Research Triangle Park, NC 27711

**Fax:** (919) 541-3552

**Principal Contact(s):**

**Name:** Cynthia A. Bass  
**Responsibility:** Research Triangle Park Records Officer  
(Mail Drop 36)  
**Telephone:** (919) 541-5787  
**Email:** BASS.CYNTHIA

**Name:** Deborah Singer-Redner  
**Responsibility:** NDPD Records Manager  
**Telephone:** (919) 541-1487  
**Email:** SINGER.DEB

**Name:** Terri Burrell (MD-29)  
**Responsibility:** Personnel Records  
**Telephone:** (919) 541-4359  
**Email:** BURRELL.TERRI

**Name:** Bertha R. Johnson  
**Responsibility:** Contracts Records Manager  
**Telephone:** (919) 541-3761  
**Email:** JOHNSON.BERTHA

**Description of Program:** The records management program of the Office of Administration and Resource Management (OARM) in Research Triangle Park is organized at the divisional level with each division providing its own records manager who in turn provides services to the division. The program operates the Research Triangle Park Records and Storage Center for inactive records at its facility at Page Road and I-40.

**Description of Services Provided:** Each divisional level records manager maintains the records of that division, implements records disposition and retirement procedures, and provides records management support and expertise within the division. The Research Triangle Park Records and Storage Center provides assistance in records retirement and disposal and will pick up and deliver records.

**Description of Finding Aids:** Each division maintains finding aids to its records. The Research Triangle Park Records and Storage Center maintains a computerized listing of boxes in storage there.

**AIR AND ENERGY ENGINEERING RESEARCH LABORATORY  
RECORDS MANAGEMENT PROGRAM**

**RECORDS**

**Address:** U.S. Environmental Protection Agency  
Air and Energy Engineering Research  
Laboratory/ORD  
MD-49  
Research Triangle Park, NC 27711

**Fax:** (919) 541-1536

**Principal Contact(s):**

**Name:** Judith Cook  
**Responsibility:** Laboratory Records Manager  
**Telephone:** (919) 541-2923  
**Email:** COOK.JUDY

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** N/A

**ATMOSPHERIC RESEARCH AND EXPOSURE ASSESSMENT  
LABORATORY RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Atmospheric Research and Exposure Assessment  
Laboratory  
MD-75  
Research Triangle Park, NC 27711

**Fax:** (919) 541-7588

**Principal Contact(s):**

**Name:** Grace Griffin  
**Responsibility:** AREAL Records Manager  
**Telephone:** (919) 541-2352  
**Email:** AREAL.POS

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the retirement of records to the Center. Advises senior staff on records management regulations.

**Description of Finding Aids:** Maintains paper copies of records disposition schedules and listings of records retired to the Federal Records Center.

**ENVIRONMENTAL RESEARCH LABORATORY/ORD (ATHENS)  
RECORDS MANAGEMENT PROGRAM**

**RECORDS**

**Address:** U.S. Environmental Protection Agency  
Environmental Research Lab/ORD  
College Station Road  
Athens, GA 30613-0801

**Fax:** (706) 546-2018

**Principal Contact(s):**

**Name:** Janice Syms  
**Responsibility:** Records Management Officer (Laboratory)  
**Telephone:** (706) 546-3302  
**Email:** ERL/ATHENS

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the records to the Center.

**Description of Finding Aids:** N/A

**ENVIRONMENTAL RESEARCH LABORATORY/ORD (GULF BREEZE)  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Environmental Research Laboratory/ORD  
Sabine Island  
Gulf Breeze, FL 32561-3999

**Fax:** (904) 934-9201

**Principal Contact(s):**

**Name:** Connie Shoemaker  
**Responsibility:** Laboratory Records Manager  
**Telephone:** (904) 934-9226  
**Email:** SHOEMAKER.CONNIE

**Description of Program:** Provides records management support to the laboratory. Proposes records management policies, procedures, and standards for the laboratory.

**Description of Services Provided:** Provides staff with central file depository. Assists in retrieving information upon request. Provides copies of documents through the library upon request by the public. Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** Indexing system for correspondence is not automated. A numerical system based on the EPA Directives System is used. Indexing system used for contributions and library activities is automated by ERL/GB and is available upon request.

**HEALTH EFFECTS RESEARCH LABORATORY/ORD  
RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
ORD Health Effects Research Laboratory,  
RSD/SSTSB  
MD-70  
Research Triangle Park, NC 27711

**Fax:** N/A

**Principal Contact(s):**

**Name:** Jerry Gerding  
**Responsibility:** Technical Information Manager  
**Telephone:** (919) 541-5157  
**Email:** GERDING.JERRY

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between the laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** The records of all the technical information products are filed by an internal Health Effects Research Laboratory (HERL) publication number, with the hard-copy records stored in the Environmental Research Center (ERC) in Research Triangle Park. The computerized files reside within the HERL Management Information System (MIS) on a VAX computer in Research Triangle Park.

**NATIONAL AIR AND RADIATION LABORATORY  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
National Air and Environmental Radiation  
Laboratory  
Program Management Office  
1504 Avenue A  
Montgomery, AL 36115-2601

**Fax:** (205) 270-3454

**Principal Contact(s):**

**Name:** Rose L. Beasley  
**Responsibility:** Provides for access to records  
**Telephone:** (205) 270-3410  
**Email:** BEASLEY.R

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** N/A



**ENVIRONMENTAL CRITERIA AND ASSESSMENT OFFICE  
(RESEARCH TRIANGLE PARK) RECORDS MANAGEMENT PROGRAM**

**RECORDS**

**Address:** U.S. Environmental Protection Agency  
Office of Health and Environmental  
Assessment, ORD  
Environmental Criteria and Assessment  
MD-52  
Research Triangle Park, NC 27711

**Fax:** (919) 541-5078

**Principal Contact(s):**

**Name:** Doug Fennell  
**Responsibility:** Records Manager  
**Telephone:** (919) 541-3637  
**Email:** TSS.ECAO.RTP

**Description of Program:** Provides records management support to the office.

**Description of Services Provided:** Assists in the management of criteria documents, scientific assessments, and other special reports as required by various legislative authorities. Provides access to records for Agency staff and the public, including documents and bibliographic reference files. Services include storage and retrieval of information related to projects.

**Description of Finding Aids:** The Air Quality Criteria Document docket files are indexed in accordance with Office of General Counsel (OGC) guidelines. The Hazardous Air Pollutant (HAP) and Inhalation Reference Concentration (RFC) project files are indexed in a similar system developed by Environmental Criteria and Assessment Office (ECAO). The index information is entered into a dBase file.

## **REGION 5 REGIONAL RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 5  
Records Management Program  
77 West Jackson (MI-13J)  
Chicago, IL 60604

**Fax:** N/A

### **Principal Contact(s):**

**Name:** Lynn Calvin  
**Responsibility:** Regional Records Officer  
**Telephone:** (312) 886-1305  
**Email:** CALVIN.LYNN

**Name:** Louise Smith  
**Responsibility:** Regional Records Disposition Officer  
**Telephone:** (312) 353-1524  
**Email:** SMITH.LOUISE

**Name:** George E. Hurt  
**Responsibility:** Air and Radiation Division Records Officer  
**Telephone:** (312) 886-6822  
**Email:** HURT.GEORGE

**Name:** Lula Spruill  
**Responsibility:** Water Division Records Officer  
**Telephone:** (312) 886-2281  
**Email:** SPRUILL.LULA

**Name:** Manker Harris  
**Responsibility:** Records Manager (contractor)  
**Telephone:** (312) 353-1481  
**Email:** N/A

**Description of Program:** The program assists in the management of administrative, program, and technical support files for all Regional programs. Major areas of activity include designing and equipping the records centers, proposing Regional policies, procedures, and standards for Regional records management, and developing program-specific file structures.

**Description of Services Provided:** The Regional Records Management Program provides program assistance in the following areas: developing Regional and programmatic records programs; conducting space planning; retiring, and retrieving records; generating records-holding reports; creating file plans; developing file structures; and developing storage and retrieval systems.

RECORDS

**Description of Finding Aids:** N/A

**REGION 5 WASTE MANAGEMENT DIVISION  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 5  
77 W. Jackson (5H, 7J)  
Chicago, IL 60604

**Fax:** (312) 353-6775

**Principal Contact(s):**

**Name:** Jan Pfundheller  
**Responsibility:** Waste Management Division Records Manager  
**Telephone:** (312) 353-5821  
**Email:** PFUNDHELLER.JANET

**Name:** N/A  
**Responsibility:** Head Librarian/Superfund Records  
**Telephone:** (312) 886-0911  
**Email:** N/A

**Name:** Sharon Kiddon  
**Responsibility:** RCRA Records Officer  
**Telephone:** (312) 886-6173  
**Email:** N/A

**Description of Program:** The Waste Management Division Records Center houses Superfund Remedial and Removal Records, Administrative Records, RCRA facility files, UST/LUST files, and Seep files, Superfund and RCRA Technical Library and OSWER Directives, Aerial Photo Library, and Geological Survey Map Collection. There is a separate CBI area under the Supervision of the Records Manager.

**Description of Services Provided:** Provides support for EPA staff in the areas of record maintenance, reference, retrieval, and litigation research. Operates public research area and responds to telephone calls from the public.

**Description of Finding Aids:** Indexes to Administrative Records, circulation system, and Site/Facility file holdings are maintained in dBase 3+.

**OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT  
(CINCINNATI) RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Office of Administration and Resources Management  
26 West Martin Luther King Drive  
Cincinnati, OH 45268

**Fax:** (513) 569-7186

**Principal Contact(s):**

**Name:** Sam Conner  
**Responsibility:** Records Officer  
**Telephone:** (513) 569-7742  
**Email:** CONNER.SAM

**Name:** Sarah Wills Dubose (contractor)  
**Responsibility:** Records Manager  
**Telephone:** (513) 569-7747  
**Email:** WILLS-DUBSE.SARAH

**Description of Program:** The records management program of the Office of Administration and Resources Management (OARM) in Cincinnati is organized at the divisional level with each division providing its own records manager who in turn provides services to the division. The program operates the Cincinnati Records and Storage Center for inactive records at its facility.

**Description of Services Provided:** Each divisional level records manager maintains the records of that division, implements records disposition and retirement procedures, and provides records management support and expertise within the division. The Cincinnati Records and Storage Center provides assistance in records retirement and disposal and will pick up and deliver records.

**Description of Finding Aids:** Each division maintains finding aids to its records. The Cincinnati Records and Storage Center maintains a computerized listing of boxes in storage there.

**ENVIRONMENTAL MONITORING SYSTEMS LABORATORY/ORD  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Environmental Monitoring Systems Laboratory  
26 West Martin Luther King Drive  
Cincinnati, OH 45268

**Fax:** (513) 569-7424

**Principal Contact(s):**

**Name:** Diana L. Irwin  
**Responsibility:** Laboratory Records Management Coordinator  
**Telephone:** (513) 569-7485  
**Email:** IRWIN.DIANA

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** Indexing system is manual. Indexed according to Records Management Manual alphanumeric system, thereunder by fiscal year.

**ENVIRONMENTAL RESEARCH LABORATORY/ORD (DULUTH)  
RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Environmental Research Laboratory  
6201 Congdon Boulevard  
Duluth, MN 55804

**Fax:** (218) 720-5704

**Principal Contact(s):**

**Name:** Evelyn Hunt  
**Responsibility:** Administrative Services Coordinator  
**Telephone:** (218) 720-5509  
**Email:** HUNT.EVELYN

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and Federal Records Center and handles the retirement of records to the center.

**Description of Finding Aids:** N/A.

**NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY (NVFEL)  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
National Vehicle and Fuel Emissions  
Laboratory Library  
2565 Plymouth Road  
Ann Arbor, MI 48105

**Fax:** (313) 688-4368

**Principal Contact(s):**

**Name:** Debra Talsma (contractor)  
**Responsibility:** Head Librarian, provides access to records  
**Telephone:** (313) 668-4311  
**Email:** OMS/AMS/SAFETY [ATTN: Librarian]

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** The librarian maintains a complete list of all the records stored within the NVFEL record storage facility. Records are arranged by the individual division and branch and thereunder by type and year.



**ENVIRONMENTAL CRITERIA AND ASSESSMENT OFFICE (CINCINNATI)  
RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Environmental Criteria and Assessment Office  
26 West Martin Luther King Drive  
Cincinnati, OH 45268

**Fax:** (513) 569-7475

**Principal Contact(s):**

**Name:** Nancy Bauer—Administrative Records  
**Responsibility:** Management Analyst  
**Telephone:** (513) 569-7144  
**Email:** N/A

**Name:** Chris Haviland—Research Records (contractor)  
**Responsibility:** Technical Information Unit/SFSTC Manager  
**Telephone:** (513) 569-7300  
**Email:** N/A

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Assists in the management of criteria documents and office files. Provides access to records for Agency staff, including document and reference files. Services include collection management and circulation. Assists in retiring records to the Federal Records Center.

**Description of Finding Aids:** DBase is used as an access tool.

## **REGION 6 REGIONAL RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 6  
Communications Services Unit  
1445 Ross Avenue, Suite 1200  
Dallas, TX 75202

**Fax:** (214) 655-2146

**Principal Contact(s):**

**Name:** Nancy Yarberry  
**Responsibility:** Regional Records Officer  
**Telephone:** (214) 655-6532  
**Email:** YARBERRY.NANCY

**Description of Program:** The program coordinates the maintenance of records in the centralized file rooms and assists in the management of administrative, program, and technical support files for all Regional programs. Major areas of activity include proposing Regional policies, procedures, and standards for Regional records management and developing program-specific file structures.

**Description of Services Provided:** The Regional Records Management Program provides program assistance in the following areas: coordinates the maintenance of records in centralized file rooms and the transfer and storage of records, provides training for personnel on records management, creates and updates file plan guidance, generates records holding reports, and develops storage and retrieval systems.

**Description of Finding Aids:** Modified dBase III tracking system; a folder system instead of an indexing system; and automated color code/bar code system.

**REGION 6 HAZARDOUS WASTE SUPERFUND REMEDIAL  
RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 6  
Hazardous Waste Management Division  
1445 Ross Avenue, Suite 1200  
Dallas, TX 75202-2733

**Fax:** (214) 655-6460

**Principal Contact(s):**

**Name:** N/A  
**Responsibility:** Superfund Records Management Coordinator  
**Telephone:** (214) 655-6617  
**Email:** N/A

**Name:** Pat Nelson  
**Responsibility:** RCRA Records Manager  
**Telephone:** (214) 655-6750  
**Email:** NELSON.PAT

**Description of Program:** The program operates the Hazardous Waste Management Division Records Center and is responsible for the creation and management of the Administrative Record for Superfund Remedials and organization of Superfund site files. Files include Resource Conservation and Recovery Act (RCRA) site files, Superfund Administrative Records, site assessment records, National Priorities List (NPL) site files, cost documentation packages, enforcement records, as well as NPL and Federal Facilities Dockets, Office of Solid Waste and Emergency Response (OSWER) directives, and the National Record of Decision and Compendium Collections.

**Description of Services Provided:** The program provides support to EPA staff in the areas of records maintenance, reference, retrieval, microfilming, and litigation research. Responds to telephone calls and Freedom of Information Act (FOIA) requests from the public.

**Description of Finding Aids:** Color coded alpha/numeric scheme for site files. Modified dBase III+ tracking system with barcoded ID badges and file folders. Document level indexing of NPL site files using INMAGIC software is in development stages.

**ROBERT S. KERR ENVIRONMENTAL RESEARCH LABORATORY  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Robert S. Kerr Environmental Research Laboratory  
P.O. Box 1198  
Ada, OK 74820

**Fax:** (405) 436-8529

**Principal Contact(s):**

**Name:** Anna M. Runyan  
**Responsibility:** Laboratory Records Management Officer  
**Telephone:** (405) 436-8511  
**Email:** ERL/ADA

**Description of Program:** Provides records management support to the Office of the Director.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between Laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** N/A.

## REGION 7 REGIONAL RECORDS MANAGEMENT PROGRAM

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 7  
Records Center  
726 Minnesota Avenue  
Kansas City, KS 66101

**Fax:** (913) 551-7467

### Principal Contact(s):

**Name:** Carol Brakeall  
**Responsibility:** Regional Records Management Coordinator  
**Telephone:** (913) 551-7527  
**Email:** BRAKEALL.CAROL

**Name:** Patricia L. Jones  
**Responsibility:** Records Management Officer  
**Telephone:** (913) 551-7238  
**Email:** JONES.PAT

**Name:** Patricia Shirley (contractor)  
**Responsibility:** Records Center Manager  
**Telephone:** (913) 551-7156  
**Email:** SHIRLEY.PATRICIA

**Description of Program:** Provides efficient management and control of publications and records in all forms from creation through active and inactive maintenance and finally ultimate disposition. This includes coordination with Regional Program contacts to ensure that effective procedures are established to identify, maintain, and preserve information and vital records needed to protect the interest of EPA Region VII and its employees.

**Description of Services Provided:** Storage of semicurrent records; establish guidelines for the Program's operations; advise Regional Staff on the disposition of their records; conduct records inventory; develop and maintain a Regional file structure; organize, distribute, and reorder publications; and train Regional Staff in records management techniques.

**Description of Finding Aids:** N/A.

**REGION 7 HAZARDOUS WASTE SUPERFUND REMEDIAL  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 7  
Waste Management Division  
726 Minnesota Avenue  
Kansas City, KS 66101

**Fax:** (913) 551-7063

**Principal Contact(s):**

**Name:** Barry R. Thierer  
**Responsibility:** Waste Management Division  
Records Center Manager  
**Telephone:** (913) 551-7515  
**Email:** THIERER.BARRY

**Name:** Jennifer S. Anderson  
**Responsibility:** RCRA Records Center Manager  
**Telephone:** (913) 551-7644  
**Email:** ANDERSON.JENNIFER

**Description of Program:** The program operates the Waste Management Division Records Center and is responsible for the creation and management of the Administrative Record for Superfund Remedials and the organization of the Superfund site files. Files include Resource Conservation and Recovery Act (RCRA) and Superfund Administrative Records, all Superfund and RCRA site files, HRS packages, Federal Facilities Dockets, and the National Record of Decision and Compendium Collections.

**Description of Services Provided:** The program provides support for EPA staff in the areas of records maintenance, reference, retrieval, microfilming, and litigation research. Operates public research room and responds to telephone calls from the public.

**Description of Finding Aids:** The program maintains automated systems for both RCRA and Superfund file structures and document tracking system. The Superfund records are indexed on an Administrative Record Indexing and Tracking System, and Contract Laboratory Program (CLP) indexing using dBase; and an Automated Records Retirement form using CLIPPER.

**REGION 7 HAZARDOUS WASTE SUPERFUND REMOVAL  
RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 7  
Environmental Services Division  
Emergency Planning and Response  
25 Funston Road  
Kansas City, KS 66115

**Fax:** (913) 551-5218

**Principal Contact(s):**

**Name:** Evelyn Van Goethem  
**Responsibility:** Removal Records Manager  
**Telephone:** (913) 551-5004  
**Email:** EPR/REG.VII or EPA9783

**Description of Program:** Operates the Emergency Planning and Response Branch records program and is responsible for the creation and management of removal site files and spill reports.

**Description of Services Provided:** The program provides support for EPA staff in the areas of records maintenance, reference, retrieval, and litigation research. Responds to Freedom of Information Act requests (FOIAs) and other requests from the public.

**Description of Finding Aids:** Sites are accessed by a combination site name and a numeric code.

## **REGION 7 ENVIRONMENTAL SERVICES DIVISION**

**Address:** U.S. Environmental Protection Agency  
Region 7  
Environmental Services Division  
25 Funston Road  
Kansas City, KS 66115

**Fax:** (913) 551-5218

**Principal Contact(s):**

**Name:** Dr. Patricia Swann  
**Responsibility:** Division Records Manager  
**Telephone:** (913) 551-5211  
**Email:** SWANN.PATRICIA

**Description of Program:** Assists in the management of administrative program and technical support files for all Division programs. Major areas of activity include proposing policy, procedure, and standards for Division records management and developing program-specific file structures.

**Description of Services Provided:** Provides assistance in the following areas: conducting space planning, retiring and retrieving records, and generating records-holding storage and retrieval systems. Assists programs in writing directives.

**Description of Finding Aids:** N/A.



## REGION 8 REGIONAL RECORDS MANAGEMENT PROGRAM

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 8  
Regional Administrators Office, 8A  
999 18th Street, Suite 500  
Denver, CO 80202

**Fax:** (303) 294-7537

**Principal Contact(s):**

**Name:** Jackie Rivera  
**Responsibility:** Regional Records Officer  
**Telephone:** (303) 293-1616  
**Email:** RIVERA.JACKIE

**Description of Program:** The program assists in the management of administrative, program, and technical support files for all Regional programs. Major areas of activity include proposing Regional policies and procedures, proposing standards for Regional records management, and developing program-specific file structures.

**Description of Services Provided:** The Regional Records Management Program provides program assistance in the following areas: conducting space planning, retiring and retrieving records, creating file plans, developing file structures, developing storage and retrieval systems, and personnel training.

**Description of Finding Aids:** N/A.

**REGION 8 HAZARDOUS WASTE SUPERFUND REMEDIAL  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 8  
Superfund Remedial Branch, Enforcement Section  
999 18th Street, Suite 500 (8HWM-SR)  
Denver, CO 80202

**Fax:** (303) 293-1238

**Principal Contact(s):**

**Name:** Carole S. Macy  
**Responsibility:** Administrative Records Remedial/  
Records Management Coordinator  
**Telephone:** (303) 294-7038  
**Email:** MACY.CAROLE

**Description of Program:** The program operates the Superfund Records Center. The Center is responsible for the organization and management of the Superfund site files and for the creation of the Administrative Record. Collections include Superfund site files, National Priority List (NPL) and Federal Facilities Dockets, National Records of Decision, Guidance Compendiums, and Site Assessment records.

**Description of Services Provided:** The program provides support for EPA staff in areas of records maintenance, reference, retrieval, microfilming, indexing, data input, and litigation research. Operates public research room and responds to telephone calls from the public.

**Description of Finding Aids:** The program maintains automated systems for Superfund Site Files and document tracking systems. Document level indexing for the site file is supported by INMAGIC software.

**REGION 8 HAZARDOUS WASTE SUPERFUND REMOVAL  
RECORDS MANAGEMENT PROGRAM**

**RECORDS**

**Address:** U.S. Environmental Protection Agency  
Region 8  
Emergency Response Branch, Enforcement Section  
999 18th Street, Suite 500 (8HWM-ER)  
Denver, CO 80202

**Fax:** (303) 294-7168

**Principal Contact(s):**

**Name:** Antonia (Tina) Artemis  
**Responsibility:** Administrative Records Removal/  
Records Management Coordinator  
**Telephone:** (303) 294-7039  
**Email:** ARTEMIS.TINA

**Description of Program:** The program operates the Hazardous Waste Management Division, Emergency Response Branch Records Center. It is responsible for the creation and management of the Administrative Record for Superfund Removals, removal site files, and oil spill reports. The program organizes site files for inactive sites.

**Description of Services Provided:** The program provides support for EPA staff in the areas of records maintenance, reference, retrieval, and litigation research. Makes records available to the public and the records center. Responds to requests from the public.

**Description of Finding Aids:** INMAGIC is used for automated indexing system.

## **REGION 9 REGIONAL RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 9  
Information Resources Management Branch  
75 Hawthorne, M.S. P-5-3  
San Francisco, CA 94105-3901

**Fax:** (415) 744-1474

### **Principal Contact(s):**

**Name:** Yvonne D. Pederson  
**Responsibility:** Regional Records Management Officer  
**Telephone:** (415) 744-1517  
**Email:** PEDERSON.YVONNE

**Description of Program:** The Region 9 Records Management Program is currently staffed by the Regional Records Management Officer. Records management responsibilities are shared by Division Records Managers, Program/Office Records Custodians and Records Management Task Force representatives. Major areas of activity include developing Regional records management policies, procedures and standards; planning the Regional Vital Records Program; conducting information system surveys; and providing guidance for the Records Management Task Force.

**Description of Services Provided:** Assistance is provided in the following areas: space planning and file center design, records disposition, information management, file plan development, and records management training.

**Description of Finding Aids:** N/A.

**REGION 9 HAZARDOUS WASTE MANAGEMENT DIVISION SUPERFUND  
PROGRAM RECORDS MANAGEMENT PROGRAM**

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 9  
Superfund Records Center  
75 Hawthorne Street, H-6-1  
San Francisco, CA 94105

**Fax:** (415) 744-1796 or (415) 744-1917

**Principal Contact(s):**

**Name:** Elaine Chan  
**Responsibility:** Superfund Records Manager/  
Administrative Records Coordinator  
**Mail Code:** H-7-4  
**Telephone:** (415) 744-2380  
**Email:** CHAN.ELAINE

**Name:** Diane C. White (contractor)  
**Responsibility:** Superfund Records Center Manager  
**Telephone:** (415) 744-2166  
**Email:** WHITE.DIANE

**Description of Program:** The program operates the Hazardous Waste Management Division Records Center. The program is responsible for the creation and management of the Administrative Record for Superfund Remedials and Removals and the organization of the Superfund site files. Files include Superfund Administrative Records, National Priority List (NPL) and Federal Facilities Dockets, NPL site files, cost recovery documentation packages, site assessment files, and the National Compendium Collection.

**Description of Services Provided:** The program provides support for EPA staff in the areas of records maintenance, reference, retrieval, microfilming, litigation research, off-site storage, and compilation of administrative records. Operates public research room and responds to telephone calls from the public. Develops guidance documents and training materials to meet the needs of the Superfund staff.

**Description of Finding Aids:** The program uses Imagetrax for document level indexing, bar-coding, and automated circulation.

**ENVIRONMENTAL MONITORING SYSTEMS LABORATORY (EMSL)  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Environmental Monitoring Systems  
Laboratory (EMSL)  
Office of Program Management and Support  
P.O. Box 93478  
Las Vegas, NV 89139-3478

**Fax:** (702) 798-2380

**Principal Contact(s):**

**Name:** I. Elizabeth Sutton  
**Responsibility:** Records Management Officer  
**Telephone:** (702) 798-2564  
**Email:** SUTTON.ELIZABETH

**Description of Program:** Provides records management support to the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** Maintains records management policy, guidance, and procedures as well as reference collection of records management-related materials.

## REGION 10 REGIONAL RECORDS MANAGEMENT PROGRAM

RECORDS

**Address:** U.S. Environmental Protection Agency  
Region 10  
Records Management Program  
1200 Sixth Avenue, MD-103  
Seattle, WA 98101

**Fax:** (206) 553-8509

### **Principal Contact(s):**

**Name:** Robin Gonzalez  
**Responsibility:** Chief, Information Management Branch  
**Telephone:** (206) 553-2977  
**Email:** GONZALEZ.ROBIN

**Name:** Fern Honore  
**Responsibility:** Records Manager (contractor)  
**Telephone:** (206) 553-4480  
**Email:** N/A

**Description of Program:** The program assists in the management of administrative, program, and technical support files for all Regional programs. Major areas of activity include designing and equipping the records centers; proposing regional policies, procedures, and standards for Regional records management; and developing program-specific file structures.

**Description of Services Provided:** The Regional Records Management Program provides program assistance in the following areas: conducting space planning, retiring and retrieving records, creating file plans, developing file structures, and developing storage and retrieval systems.

**Description of Finding Aids:** N/A.

**REGION 10 HAZARDOUS WASTE SUPERFUND  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Region 10  
Hazardous Waste Division  
1200 Sixth Avenue, HW-113  
Seattle, WA 98101

**Fax:** N/A

**Principal Contact(s):**

**Name:** Lynn Williams  
**Responsibility:** Superfund Records Manager/Administrative Records  
Coordinator—Remedial and Removal  
**Telephone:** (206) 553-2121  
**Email:** WILLIAMS.LYNN

**Name:** Kathe Rutsala (contractor)  
**Responsibility:** Head Librarian/Records Manager—Superfund  
**Telephone:** (206) 553-6512  
**Email:** RUTSALA.KATHE

**Name:** Margaret E. Hughes (contractor)  
**Responsibility:** RCRA Records Manager  
**Telephone:** (206) 553-6687  
**Email:** HUGHES.MARGARET

**Description of Program:**

*Hazardous Waste Division (HWD) Records Center*

The Records Center is responsible for the creation and management of Administrative Records for Superfund Remedials and Removals and the organization of all Superfund site files, National Priority List (NPL) and Federal Facilities Dockets, and guidance and technical materials.

*RCRA Records Management Program*

The Waste Management Branch/RCRA operates a separate Records Center and records management program. The program has full responsibility for the management and organization of all Resource Conservation and Recovery Act (RCRA) records generated in Region 10/Seattle. Branch guidance and technical reference materials are also maintained.

RCRA records include those generated by the Permits, Compliance, Solid Waste & State Program sections, and the Program Management section.



## Description of Services Provided:

### *Hazardous Waste Division (HWD) Records Center*

The program provides support for EPA staff in the areas of records maintenance, reference, retrieval, organization, and indexing of Administrative Records, and inventory, microfilming and bar code control for all Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) records. It provides public access to Superfund and RCRA Administrative Records and responds to telephone calls from the public.

### *RCRA Records Management Program*

The program provides assistance with, and regulated access to, all records and reference materials.

## Description of Finding Aids:

### *Hazardous Waste Division (HWD) Records Center*

The program maintains automated systems for Superfund file structures, for inventory/circulation control, and for guidance material. Document level indexing is supported by a dBase/Foxbase system developed in the region.

### *RCRA Records Management Program*

Regional RCRA facility/site files are arranged by state, and the last four digits of their 12-character EPA ID number. These records are undergoing conversion to the regionally developed RCRA "Rainbow System" of internal file organization. This color-coded system provides ready intellectual and physical access to the status and contents of each facility/site file.

Other records series are generally arranged chronologically, or by subject.

A logbook and OUT-cards are used to register and identify materials borrowed from all records, reference materials, and files. DBase programs are also under development to facilitate tracking and usage of materials, and to disseminate information on reference sources within the Branch.

**ENVIRONMENTAL RESEARCH LABORATORY (CORVALLIS)  
RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency  
Environmental Research Laboratory  
200 SW 35th Street  
Corvallis, OR 97333

**Fax:** (503) 754-4799

**Principal Contact(s):**

**Name:** Pamela C. Taylor  
**Responsibility:** Laboratory Records Manager  
**Telephone:** (503) 754-4582  
**Email:** TAYLOR.PAMELA

**Description of Program:** Provides records management support for the laboratory.

**Description of Services Provided:** Coordinates storage, retention, and disposition of records. Serves as contact point between laboratory and the Federal Records Center and handles the retirement of records to the Center.

**Description of Finding Aids:** Indexing system for correspondence is not automated. A numerical system based on the EPA Directives system is used.

## APPENDIX A

### ALPHABETICAL INDEX

Air and Energy Engineering Research Laboratory Research Triangle Park, NC	(919) 541-2923	25
Atmospheric Research and Exposure Assessment Laboratory Research Triangle Park, NC	(919) 541-2352	26
Central Regional Laboratory (CRL) Records Management Program	(410) 573-2678	20
Environmental Criteria and Assessment Office, Research Triangle Park, NC	(919) 541-3637	31
Environmental Criteria and Assessment Office, Cincinnati, OH	(513) 569-7144	39
Environmental Monitoring Systems Laboratory Cincinnati, OH	(513) 569-7485	36
Environmental Monitoring Systems Laboratory Las Vegas, NV	(702) 798-2564	52
Environmental Research Laboratory/ORD Athens, GA	(706) 546-3302	27
Environmental Research Laboratory Corvallis, OR	(503) 754-4582	56
Environmental Research Laboratory/ORD Duluth, MN	(218) 720-5504	37
Environmental Research Laboratory/ORD Gulf Breeze, FL	(904) 934-9226	28
Environmental Research Laboratory/ORD Narragansett, RI	(401) 782-3119	15
Environmental Services Division	(913) 551-5211	46
Hazardous Waste Superfund Records Management Program (Reg. 2)	(212) 264-8676	17

Hazardous Waste Superfund Records Management Program (Reg. 4)	(404) 347-2930	22
Hazardous Waste Management Division Superfund Program Records Management Program (Reg. 9)	(415) 744-2380	51
Hazardous Waste Superfund Records Management Program (Reg. 10)	(206) 553-2121	54
Hazardous Waste Superfund Remedial Records Management Program (Reg. 1)	(617) 573-9247	13
Hazardous Waste Superfund Remedial Records Management Program (Reg. 3)	(215) 597-3037	19
Hazardous Waste Superfund Remedial Records Management Program (Reg. 6)	(214) 655-6720	41
Hazardous Waste Superfund Remedial Records Management Program (Reg. 7)	(913) 551-7515	44
Hazardous Waste Superfund Remedial Records Management Program (Reg. 8)	(303) 294-7038	48
Hazardous Waste Superfund Removal Records Management Program (Reg. 1)	(617) 860-4309	14
Hazardous Waste Superfund Removal Records Management Program (Reg. 7)	(913) 551-5004	45
Hazardous Waste Superfund Removal Records Management Program (Reg. 8)	(303) 294-7039	49
Headquarters Records Management Program Washington, DC	(202) 260-5912	3
Health Effects Research Laboratory / ORD Research Triangle Park, NC	(919) 541-5157	29
National Vehicle Fuel Emissions Laboratory Ann Arbor, MI	(313) 668-4311	38
National Air and Radiation Laboratory Montgomery, AL	(205) 270-3410	30

National Records Management Program Washington, DC	(202) 260-5911	1
Office of Administration and Resources Management Records Management Program	(513) 569-7742	35
Office of Administration and Resources Management, Research Triangle Park, NC	(919) 541-5787	24
Office of Inspector General, Office of Management, Resources Management Division	(202) 260-7333	7
Office of Policy, Planning & Evaluation	(202) 260-4339	8
Office of Research and Development, Records Management Program	(202) 260-9139	9
Office of Solid Waste and Emergency Response (OSWER) Records Management Program	(202) 260-0173	10
Office of Water (OW) Records Management Program	(202) 260-0173	11
Regional Records Management Program (Reg. 1)	(617) 565-1495	12
Regional Records Management Program (Reg. 2)	(212) 264-7306	16
Regional Records Management Program (Reg. 3)	(215) 597-0580	18
Regional Records Management Program (Reg. 4)	(404) 347-2316	21
Regional Records Management Program (Reg. 5)	(312) 886-1305	32
Regional Records Management Program (Reg. 6)	(214) 655-6532	40
Regional Records Management Program (Reg. 7)	(913) 551-7527	43
Regional Records Management Program (Reg. 8)	(303) 293-1616	47
Regional Records Management Program (Reg. 9)	(415) 744-1517	50
Regional Records Management Program (Reg. 10)	(206) 553-2977	53

Robert S. Kerr Environmental Research  
Laboratory, Ada, OK

(405) 436-8511

42

Waste Management Division Records  
Management Program

(312) 353-5821

34

## **APPENDIX B**

### **AGENCY RECORDS MANAGEMENT POLICY**

The following statement concerning the Agency's records management program is excerpted from the Information Resources Management Policy Manual, Series 2100, issued July 21, 1987. It forms the basis of the Agency's records management program and delineates the responsibilities of Agency offices and the role of the records management officers.

CHAPTER 10—RECORDS MANAGEMENT

1. PURPOSE. This policy prescribes objectives, responsibilities and procedures for the conduct of the Agency's records/information management program.
2. SCOPE AND APPLICABILITY. This policy applies Agencywide to both program and administrative records.
3. BACKGROUND. Records created or acquired by an official or employee of the Agency in the course of conducting Government business are the property of the United States Government. Persons who create or acquire custody or possession of official records by virtue of their positions as officials or employees do not necessarily attain a proprietary interest in such records. Official records are public records and belong to the Government rather than to the employee. The penalties for the willful and unlawful destruction, removal from files and private use of official records are contained in 18 U.S.C. 2071. All EPA employees are responsible for reporting any actual or threatened unlawful loss or removal of official records to the Agency Records Management Officer, Information Management and Services Division.

Detailed information on records management procedures and guidance are contained in the EPA Records Management Manual.

4. AUTHORITIES.
  - a. Federal Records Act of 1950, as amended (44 U.S.C. 3101-3107).
  - b. 36 CFR 1220 and 41 CFR 201-22.
  - c. Paperwork Reduction Act of 1980.
  - d. OMB Circular A-130, Management of Federal Information Resources.
5. POLICY.
  - a. The Agency shall make and preserve records to provide adequate and proper documentation of the organization, functions, policy decisions, procedures and essential transactions; and to protect the



legal and financial rights of the Government and of persons directly affected by Agency activities.

- b. As required by law, the official records of the Agency shall not be destroyed without the prior approval of the National Archives and Records Administration. This approval authority is provided in the form of EPA Records Control Schedules. These schedules list official records of the Agency (including many non-official records) and prescribe the periods of authorized retention. All EPA employees are responsible for insuring that records disposal actions agree with these schedules.
- c. Records (of all media, paper, electronic, audiovisual, maps, etc.) shall be retained in accordance with Agency retention schedules. After the specified record retention period, records shall be disposed of or forwarded to the Federal Records Center per Agency procedures.
- d. The Agency shall preserve and protect information that is vital to the essential functions of the Agency during a national emergency or that is essential to the legal rights and interests of individual citizens and the Government.
- e. The Agency shall apply, whenever practicable, appropriate standards and file structures to facilitate efficient filing, storage and retrieval of records.
- f. The acquisition and use of state-of-the-art information storage and retrieval systems (e.g., microform, electronic digital image, computer assisted retrieval), shall be approved when technically feasible, cost-effective and when it most appropriately satisfies program needs.
- g. The Agency shall establish uniform criteria for the acquisition of information storage and retrieval technologies.
- h. Machine-readable and audiovisual records (i.e., microform records) shall be maintained and protected in accordance with applicable statutes and regulations.
- i. The acquisition of filing equipment and supplies for use within the Agency shall be as economical as possible to meet filing requirements. Filing equipment is not to be requested solely to improve appearance, office decor, elevate status nor because of a desire for the latest

design. Letter-size equipment shall be used unless there is a requirement for legal-size. Used or reconditioned equipment shall be used when available. As equipment becomes excess to local needs, it shall be turned into the Property Office for further disposition.

- j. The integrity of the Agency's official files shall be insured at all times, so that all official records relating to the operations of the Agency are documented in the official files.

6. RESPONSIBILITIES.

- a. The Assistant Administrators, Inspector General, General Counsel, Associate Administrators, Regional Administrators, Laboratory Directors and Headquarters Staff Office Directors shall provide for the implementation of the records/information management program within their respective areas. They shall:
  - (1) Assure that the objectives of the EPA records management program are achieved. These objectives include the following:
    - (a) Prevent the creation of unnecessary records in any media.
    - (b) Promote the application of filing systems and structures for the efficient organization, maintenance and use of records to facilitate retrieval and use.
    - (c) Ensure that records of continuing value are preserved but that valueless or non-current information are disposed of or transferred to storage in a timely manner in accordance with Agency records control and disposition schedules.
    - (d) Ensure that the acquisition and use of all direct paper to microform systems and equipment or electronic digital image are technically feasible, cost-effective and most appropriately satisfy program needs.
    - (e) Ensure that appropriate criteria justifying the acquisition of information storage equipment are applied.
    - (f) Preserve and protect information that is vital to the essential functions of the Agency during a national

emergency or that is essential to the legal rights and interests of individual citizens and the Government.

- (g) Provide for the Agencywide management of machine-readable and audiovisual records in accordance with applicable statutes and regulations.
- (2) Designate individuals within their respective areas to act as Records Management Officers and Vital Records Officers.
- (3) Assure that file custodians are designated within their area of responsibility.
- (4) Assure that records control schedules are applied to the records in their area.
- b. The Director, Information Management and Services Division shall provide overall supervision and policy guidance in records management on an Agencywide basis.
- c. Records Management Officers.
  - (1) The Agency Records Management Officer in the Information Management and Services Division, shall:
    - (a) Develop policy, directives, instructional materials governing the organization, maintenance and disposition of all records, including machine-readable and audiovisual.
    - (b) Provide staff advice, guidance, assistance and training in all aspects of the records/information management program.
    - (c) Coordinate program efforts and evaluate program effectiveness by making periodic surveys of information systems.
    - (d) Coordinate the review and approval of requests for source document micrographics/electronic image storage and retrieval systems, equipment and services.

- (e) Review and approve acquisition of records storage equipment at Headquarters.
  - (f) Plan and coordinate the EPA Vital Records Program.
  - (g) Coordinate the retirement and retrieval of Headquarters records to the Federal Records Center.
- (2) Records Management Officers at Headquarters shall serve as coordinators of the records program in their areas.
- (3) Records Management Officers in Regional offices and laboratories, when designated, shall perform responsibilities corresponding to those of the Agency Records Management Officer (see subparagraph c(1) above in their areas).

## **APPENDIX C**

### **EPA RECORDS MANAGEMENT TOOLS**

"EPA Records Management Tools" provides a list of publications that form the backbone of a records management program. These tools are divided into three categories: Essential tools which include regulatory, standards, and policy publications; Useful tools covering additional sources of helpful information; and a selected list of National Archives and Records Administration (NARA) Publications.

Appendix C may be reproduced and used as an order form.

Office of Information Resources Management  
Information Management and Services Division

## ***EPA Records Management Tools***

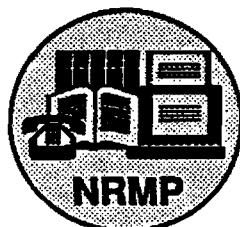
Publications such as mandatory regulations, policy and standards form the basis of a records management program. The titles listed on this page provide information that is critical to the efficient management of Agency records.

Please check (✓) the titles you would like to receive in the space provided, then print your name and address in the box on the last page of this flyer.

### **Essential Tools**

The following is a list of basic EPA records management tools that every records manager should have in his or her office.

- \_\_\_\_\_ ***Information Resources Management Policy Manual (2100), Chapter 10: Records Management***, U.S. Environmental Protection Agency, Office of Information Resources Management, November 1987.
- \_\_\_\_\_ ***Records Management Manual (2160)***, U.S. Environmental Protection Agency, Office of Information Resources Management, 1984. Updates were produced in 1986 and 1988.
- \_\_\_\_\_ ***Records Disposition Schedules***, U.S. Environmental Protection Agency, Office of Information Resources Management.  
NOTE: Please specify your program office.
- \_\_\_\_\_ ***List of Records Disposition Schedules***, U.S. Environmental Protection Agency, Office of Information Resources Management, 1991.
- \_\_\_\_\_ ***Guidance for Developing Information Processing Systems***, U.S. Environmental Protection Agency, Office of Information Resources Management, April 1991.
- \_\_\_\_\_ ***Safeguarding and Disposition of Official Records, EPA Notice 88-1***. U.S. Environmental Protection Agency, September 12, 1988.



**Send requests to:**

National Records Management Program, PM-211D  
U.S. Environmental Protection Agency  
401 M Street, SW, Washington, DC 20460

**Records Management Series. Index to Agency Records Control Schedules.** Office of Information Resources Management, EPA/IMSD/91-007, July 1991.

**Records Management Series. Using the Federal Records Center: A Guide for Headquarters Staff.** Office of Information Resources Management, EPA/IMSD/91-004, Revised March 1993.

## Useful Tools

The following titles produced by the Office of Information Resources Management are recommended as additional sources of information for records management staff.

**ACCESS EPA Records Management Programs.** EPA/IMSD/91-104, 1991.  
A directory of EPA records management contacts.

**All-in-1 Records Management Resource Directory.**  
EPA 220-F-92-007, August 1992.

**Barcoding Basics.** Technical Leaflet #1, April 1992.

**A Basic Approach to Improving Your Files.** June 1992.

**Draft Agency File Codes.** EPA 220-F-93-001, February 1993.

**Draft Model Regional Records Management Operating Procedures Manual.** Office of Information Resources Management, EPA/IMSD/91-020, November 1991.

**Files Survey Record.** EPA 220-F-92-018, December 1992.

**INFOACCESS:** Records and Library Network Communications.  
(monthly bulletin)

**1991 INFOACCESS Index.** March 1992.

**1992 INFOACCESS Index.** EPA 220-B-93-002, January 1993.

**Is Microfilm the Answer?** June 1992.

**Make Your Next Move... A Clean Getaway.**  
(brochure) EPA/IMSD/91-011, October 1991.

**Managing Working Files.** EPA 220-F-92-016, October 1992.

**National Records Management Program.**  
(brochure) EPA/IMSD/91-009, August 1991.

\_\_\_\_\_ **A Practical Guide to Developing Records Disposition Schedules.**  
EPA 220-F-92-008, August 1992.

\_\_\_\_\_ **A Practical Guide to Personal Papers.** EPA 220-F-92-019,  
December 1992.

\_\_\_\_\_ **Records Management Collection.** EPA 220-F-93-004,  
April 1993.

\_\_\_\_\_ **Records Management Contacts.** (Updated monthly)

\_\_\_\_\_ **Records Management Fundamentals.** EPA 220-F-92-012,  
August 1992.

\_\_\_\_\_ **Records Management Resource Directory - see All-In-1 Records  
Management Resource Directory,** EPA 220-F-92-007, June 1992.

\_\_\_\_\_ **Regional Records Management Manual - see Draft Model Regional  
Records Management Operating Procedures Manual,**  
EPA/IMSD/91-020, November 1991.

\_\_\_\_\_ **Spring Cleaning - in the Fall.** EPA 220-F-92-015, October 1992.

\_\_\_\_\_ **Steps to Improving Your Files.** (Series of flyers), 1993.

\_\_\_\_\_ **6 Months to Better Files.** EPA 220-F-93-007, May 1993.

\_\_\_\_\_ **Step 1: Understanding the Scope of the Problem.**  
EPA 220-F-93-008, May 1993.

\_\_\_\_\_ **Step 2: Conducting a Records Inventory.**  
EPA 220-F-93-009, May 1993.

\_\_\_\_\_ **Step 3: Developing the Filing System: The File Structure  
and File Plan.** EPA 220-F-93-010, May 1993.

\_\_\_\_\_ **Step 4: Developing Recordkeeping Requirements.**  
EPA 220-F-93-012, July 1993.

\_\_\_\_\_ **10 Frequently Asked Questions About Records.**  
EPA 220-F-92-010, August 1992.

\_\_\_\_\_ **10 Quick Ways to Improve Records Management.**  
EPA-220-F-92-011, August 1992.

\_\_\_\_\_ **10 Steps to Improving Your File Room.** EPA-220-F-92-017, December 1992.



***Too Much Paper? Make the Federal Records Center Work For You.***  
(brochure) EPA 220-F-92-003, February 1992.

***What Is a Record?*** (decision tree poster)  
EPA 220-E-92-001, February 1992.

***What Makes Papers Personal?*** EPA 220-F-92-013, August 1992.

### **National Archives and Records Administration (NARA) Publications**

NARA can provide a variety of records management publications to records managers including handbooks on topics such as files maintenance and files stations, instructional guides on electronic and other non-textual records, information on records rules and regulations, pamphlets and posters on various topics, and training information.

The following is a list of selected titles available from NARA:

- ◆ **Disposition of Federal Records: A Records Management Handbook**, 1992.
- ◆ **A Federal Records Management Glossary**, 1993.
- ◆ **Federal Records Management Laws and Regulations**, 1991.
- ◆ **The Management of Micrographic Records in Federal Agencies**, 1993.
- ◆ **Managing Audiovisual Records (Instructional Guide Series)**, 1990.
- ◆ **Managing Electronic Records (Instructional Guide Series)**, 1990.
- ◆ **Managing Cartographic and Architectural Records (Instructional Guide Series)**, 1989.
- ◆ **Personal Papers of Executive Branch Officials: A Management Guide (Management Guide Series)**, 1992.

For more information about their products, contact the NARA office nearest you, or NARA's Records Administration Information Center (RAIC) in Washington, DC at (202) 241-6025. You can request a NARA Publications Request Form from the RAIC or the National Records Management Program (NRMP) at (202) 260-5272. You may Fax the form to the RAIC at (202) 241-7452. ◆





