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Administration And Resources Management (PM-211D)

EPA

# ACCESS EPA

## Records Management Programs

*Printed On Recycled Paper*

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUL - 9 1991

OFFICE OF
ADMINISTRATION
AND RESOURCES
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Sincerely,

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# Records Management Programs

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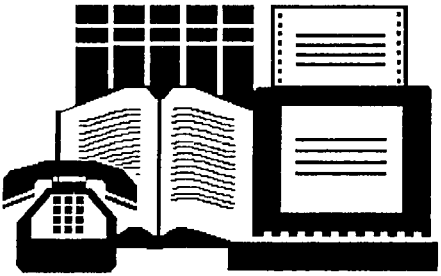

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Information Management and Services Division
U.S. Environmental Protection Agency
401 M Street, SW
Washington, DC 20460

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## Federal Telephone Number Changes

EPA Commercial (CML), Federal Telecommunications System (FTS), and Telecommunications Devices for the Deaf (TDD) phone numbers within the Washington Metropolitan area are scheduled to change after August 26, 1991.

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If you have difficulty reaching any of the phone numbers, or need additional assistance, call the EPA Headquarters Locator at:

| | Before August 26, 1991 | After August 26, 1991 |
|---|---|---|
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| Federal: | (8) 382-2090 (FTS) | (8) 260-2090 (FTS) |

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Records Management Network Collection and Services Form

# 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 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.

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 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:

Gloris J. Butler
Records Management Network Coordinator
Information Management and Services Division PM-211D
U.S. Environmental Protection Agency
401 M Street, SW
Washington, DC 20460

(202) 245-3639 (CML)
(8) 245-3639 (FTS)

## NATIONAL RECORDS MANAGEMENT PROGRAM

**Address:** U.S. Environmental Protection Agency
Information Management and Services Division
Office of Information Resources Management
401 M Street SW, PM-211D
Washington, DC 20460

**Fax:** (202) 382-3923 (CML)

**Principal Contact(s):**

**Name:** Michael L. Miller
**Responsibility:** National Program Manager for Records Management
**Telephone:** (202) 382-5911 (CML)
(8) 382-5911 (FTS)
**Email Name:** ML.MILLER
**Email Box ID:** EPA30714

**Name:** Gloris J. Butler
**Responsibility:** Coordinator for Records Management Network and Dockets Network
**Telephone:** (202) 245-3639 (CML)
(8) 245-3639 (FTS)
**Email Name:** G.BUTLER
**Email Box ID:** EPA 3745

**Description of Program**: The National Records Management Program is responsible for providing leadership and direction for the Agency's national 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 dockets managers Agencywide; promotes improved communications among records and dockets managers through meetings, site visits, conferences, and the publication of INFO ACCESS and the *Records Management Programs Directory;* 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

**Address:** U.S. Environmental Protection Agency
Information Management and Services Division
Office of Information Resources Management
401 M Street SW, PM-211D
Washington, DC 20460

**Fax:** (202) 382-3923 (CML)

**Principal Contact(s):**

**Name:** Harold Webster
**Responsibility:** Headquarters Records Officer
**Telephone:** (202) 382-5912 (CML)
(8) 382-5912 (FTS)
**Email Name:** H. WEBSTER
**Email Box ID:** EPA 3728

**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.

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

## 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 (CML)
(8) 835-1495 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Name:** Barbara A. Callahan
**Responsibility:** Records Manager, Congress Street Records Center
**Telephone:** (617) 565-4905 (CML)
(8) 835-4905 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Name:** Jay Janell
**Responsibility:** Regional Counsel Records/Librarian
**Telephone:** (617) 565-4980 (CML)
(8) 835-4980 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**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 (dBase II and 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**

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

**Fax:** (617) 573-9640 (CML)
(8) 833-1640 (FTS)

**Principal Contact(s):**

**Name:** Brenda Haslett
**Responsibility:** Remedial Administrative Record Coordinator, Superfund Records Manager
**Telephone:** (617) 573-9640 (CML)
(8) 833-1640 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Name:** Evano L. Cunha
**Responsibility:** Head Librarian, Waste Management Division Records Center
**Telephone:** (617) 573-5729 (CML)
(8) 833-1729 (FTS)
**Email Name:** N/A
**Email Box ID:** 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 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 National Record 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. 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
Environmental Services Division (EEB-LEX)
60 Westview Street
Lexington, MA 02173-3185

**Fax:** (617) 860-4397 (CML)
(8) 828-6397 (FTS)

**Principal Contact(s):**

**Name:** Pam Bruno
**Responsibility:** Administrative Record Coordinator—Removals
**Telephone:** (617) 860-4309 (CML)
(8) 828-6309 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Name:** Lyn McCoy
**Responsibility:** Superfund Removal Records Librarian
**Telephone:** (617) 860-4600 (CML)
(8) 828-6600 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**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.

**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.

## NEW ENGLAND REGIONAL LABORATORY
## RECORDS MANAGEMENT PROGRAM

**Address:** U.S. Environmental Protection Agency
New England Regional Laboratory
60 Westview Street
Lexington, MA 02173

**Fax:** N/A

**Principal Contact(s):**

**Name:** Lyn McCoy
**Responsibility:** Superfund Removal Records Librarian
**Telephone:** (617) 860-4600 (CML)
(8) 828-4397 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Description of Program:** Provides records management support to the laboratory. Develops and implements an online catalog of site files.

**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. Provides public access to administrative records.

**Description of Finding Aids:** Site files are organized by subject or numeric systems. Both methods have the capability of being switched to the other method. INMAGIC software is used for online access to removal site file indexes.

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

**Address:** U.S. Environmental Protection Agency
Environmental Research Lab/ORD
South Ferry Road
Narragansett, RI 02882

**Fax:** (8) 838-6030 (FTS)

**Principal Contact(s):**

**Name:** Neal F. Lackie
**Responsibility:** Wet Lab Manager Property Officer
**Telephone:** (401) 782-3030 (CML)
(8) 838-6030 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 8461

**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 937D
New York, NY 10278

**Fax:** N/A

**Principal Contact(s):**

**Name:** Carol Equo
**Responsibility:** Regional Records Officer
**Telephone:** (212) 264-1414 (CML)
(8) 264-1414 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 9299

**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**

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

**Fax:** N/A

**Principal Contact(s):**

**Name:** Jennie Delcimento
**Responsibility:** Superfund Records Manager and Remedial Coordinator Administrative Records
**Telephone:** (212) 264-8676 (CML)
(8) 264-8676 (FTS)
**Email Name:** N/A
**Email Box ID:** 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
Administrative Management Branch
841 Chestnut Building (3PM20)
Philadelphia, PA 19107

**Fax:** (8) 597-0811 (FTS)

**Principal Contact(s):**

**Name:** Anna M. Butch
**Responsibility:** Regional Records Manager
**Telephone:** (215) 597-1180 (CML)
(8) 597-1180 (FTS)
**Email Name:** A.Butch
**Email Box ID:** EPA 9399

**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 clean-up 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**

**Address:** U.S. Environmental Protection Agency
Region 3 (3HW16)
Waste Management Division
841 Chestnut Street
Philadelphia, PA 19107

**Fax:** N/A

**Principal Contact(s):**

**Name:** Margaret Leva
**Responsibility:** Superfund Records Manager
**Telephone:** (215) 597-3037 (CML)
(8) 597-3037 (FTS)
**Email Name:** N/A
**Email Box ID:** 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 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

## REGION 4 REGIONAL RECORDS MANAGEMENT PROGRAM

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

**Fax:** N/A

**Principal Contact(s):**

**Name:** Rebecca Slack-Kemp
**Responsibility:** Regional Records Officer
**Telephone:** (404) 347-2316 (CML)
(8) 257-2316 (FTS)
**Email Name:** R.SLACK
**Email Box ID:** EPA 9483

**Name:** Bette Drury
**Responsibility:** Records Analyst
**Telephone:** (404) 347-2316 (CML)
(8) 257-2316 (FTS)
**Email Name:** N/A
**Email Box ID:** 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 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).

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

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

**Fax:** (404) 347-5205 (CML)

**Principal Contact(s):**

**Name:** Harold L. Key
**Responsibility:** Superfund Records Manager
**Telephone:** (404) 347-5242 (CML)
(8) 257-5242 (FTS)
**Email Name:** H.KEY
**Email Box ID:** EPA 9435

**Name:** Debbie Jourdan
**Responsibility:** Administrative Records Coordinator
**Telephone:** (404) 347-5242 (CML)
(8) 257-5242 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Name:** Tom Love
**Responsibility:** Head Librarian, Superfund Records Center
**Telephone:** (404) 347-0506 (CML)
(8) 257-0506 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Name:** Gussie Lofton
**Responsibility:** RCRA Records Manager
**Telephone:** (404) 347-0506 (CML)
(8) 257-0506 (FTS)
**Email Name:** N/A
**Email Box ID:** 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.

## 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 (CML)
(8) 629-3552 (FTS)

**Principal Contact(s):**

**Name:** Sonny Webb
**Responsibility:** Research Triangle Park Records Officer (Mail Drop 36)
**Telephone:** (919) 541-3031 (CML)
(8) 629-3031 (FTS)
**Email Name:** S.BLACKMAN
**Email Box ID:** EPA 3940

**Name:** Deborah Singer-Redner
**Responsibility:** NDPD Records Manager
**Telephone:** (919) 541-1487 (CML)
(8) 629-1487 (FTS)
**Email Name:** D.SINGER
**Email Box ID:** EPA 37080

**Name:** Terri Burrell (MD-29)
**Responsibility:** Personnel Records
**Telephone:** (919) 541-4359 (CML)
(8) 629-4359 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 3143

**Name:** Bertha R. Johnson
**Responsibility:** Contracts Records Manager
**Telephone:** N/A
**Email Name:** N/A
**Email Box ID:** N/A

**Description of Program:** The records management program of the Office of Administrative and Records 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

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

**Fax:** N/A

**Principal Contact(s):**

**Name:** Martha Daniel
**Responsibility:** Laboratory Records Manager
**Telephone:** (919) 541-2922 (CML)
(8) 629-2922 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 8332

**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:** N/A

**Principal Contact(s):**

**Name:** Nell W. Carras
**Responsibility:** AREAL Records Manager
**Telephone:** (919) 541-2106 (CML)
(8) 629-2351 (FTS)
**Email Name:** N/A
**Email Box ID:** 8241 (AREAL)

**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

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

**Fax:** N/A

**Principal Contact(s):**

**Name:** Martha M. Brady
**Responsibility:** Records Management Officer (Laboratory)
**Telephone:** (404) 546-3129 (CML)
(8) 250-3129 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 8436

**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) 228-9201 (CML)
(8) 934-9201 (FTS)

**Principal Contact(s):**

**Name:** Connie Shoemaker
**Responsibility:** Laboratory Records Manager
**Telephone:** (904) 934-9226 (CML)
(8) 228-9226 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 8476

**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

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

**Fax:** N/A

**Principal Contact(s):**

**Name:** Jerry Gerding
**Responsibility:** Technical Information Manager
**Telephone:** (919) 541-5157 (CML)
(8) 629-5157 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**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 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 (CML)
(8) 228-3454 (FTS)

**Principal Contact(s):**

**Name:** Robert E. Lincoln
**Responsibility:** Provides for access to records
**Telephone:** (205) 270-3410 (CML)
(8) 228-3410 (FTS)
**Email Name:** R.LINCOLN
**Email Box ID:** EPA 6107

**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

**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 (CML)
(8) 629-5078 (FTS)

**Principal Contact(s):**

**Name:** Diane H. Ray
**Responsibility:** Records Manager
**Telephone:** (919) 541-3637 (CML)
(8) 629-3637 (FTS)
**Email Name:** ECAO.TSS/Research Triangle Park
**Email Box ID:** 8068

**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 records to 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
230 S. Dearborn (5M1)
Chicago, IL 60604

**Fax:** N/A

**Principal Contact(s):**

**Name:** Lynn Calvin
**Responsibility:** Regional Records Officer
**Telephone:** (312) 353-1481 (CML)
(8) 353-1481 (FTS)
**Email Name:** L. CALVIN
**Email Box ID:** EPA 9533

**Name:** Louise DeBrower
**Responsibility:** Records Analyst
**Telephone:** (312) 353-1594 (CML)
(8) 353-1594 (FTS)
**Email Name:** N/A
**Email Box ID:** 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.

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

**REGION 5** **HAZARDOUS WASTE SUPERFUND RECORDS MANAGEMENT PROGRAM**

**Address:** U.S. Environmental Protection Agency
Region 5
Waste Management Division
230 S. Dearborn (5-H-12)
Chicago, IL 60604

**Fax:** N/A

**Principal Contact(s):**

**Name:** Jan Pfundheller
**Responsibility:** Records Manager—Removal
**Telephone:** (312) 353-5821 (CML)
(8) 353-5821 (FTS)
**Email Name:** J.Pfundheller
**Email Box ID:** EPA 95039

**Name:** James Bell
**Responsibility:** Records Manager—Remedial
**Telephone:** (312) 353-5821 (CML)
(8) 353-7446 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Name:** Marilyn Jansa
**Responsibility:** Head Librarian/Records
**Telephone:** (312) 427-5316 (CML)
**Email Name:** N/A
**Email Box ID:** N/A

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

**Description of Finding Aids:** Indexes to Administrative Records maintained in dBase 3+.

## ENVIRONMENTAL MONITORING SYSTEMS LABORATORY/ORD RECORDS MANAGEMENT PROGRAM

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

**Fax:** N/A

**Principal Contact(s):**

**Name:** Diana L. Irwin
**Responsibility:** Provides access to records
**Telephone:** (513) 569-7301 (CML)
(8) 684-7301 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 8218

**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

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

**Fax:** N/A

**Principal Contact(s):**

**Name:** Kimberley A. Johnson
**Responsibility:** Administrative Services Coordinator
**Telephone:** (218) 720-5544 (CML)
(8) 780-5544 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 8456

**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

## MOTOR VEHICLE EMISSION LABORATORY (MVEL) RECORDS MANAGEMENT PROGRAM

**Address:** U.S. Environmental Protection Agency
Motor Vehicle Emission Laboratory (MVEL)
2565 Plymouth Road
Ann Arbor, MI 48105

**Fax:** (313) 688-4368 (CML)
(8) 374-8368 (FTS)

**Principal Contact(s):**

**Name:** Debra Talsma
**Responsibility:** Head Librarian, provides access to records
**Telephone:** (313) 668-4311 (CML)
(8) 374-8311 (FTS)
**Email Name:** OMS/AMS ATTN: Librarian
**Email Box ID:** EPA 6476

**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 MVEL 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

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

**Fax:** (513) 569-7475 (CML)
(8) 684-7535 (FTS)

**Principal Contact(s):**

**Name:** Linda Schwaegerle
**Responsibility:** Technical Information Unit Project Officer
**Telephone:** (513) 569-7535 (CML)
(8) 684-7535 (FTS)
**Email Name:** ECAO/CINC
**Email Box ID:** EPA 8141

**Description of Program:** Technical Information Unit provides records management support to the laboratory.

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

**Description of Finding Aids:** REFEREE and dBase are used as access tools.

## 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:** (8) 255-2146 (FTS)

**Principal Contact(s):**

**Name:** Nancy Yarberry
**Responsibility:** Regional Records Officer
**Telephone:** (214) 655-6690 (CML)
(8) 255-6690 (FTS)
**Email Name:** N. YARBERRY
**Email Box ID:** EPA 96018

**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**

**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 (CML)
(8) 255-6460 (FTS)

**Principal Contact(s):**

**Name:** Linda Falk
**Responsibility:** Superfund Records Management Coordinator
**Telephone:** (214) 655-6720 (CML)
(8) 255-6720 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Name:** Pat Nelson
**Responsibility:** RCRA Records Manager
**Telephone:** (214) 655-6750 (CML)
(8) 255-6750 (FTS)
**Email Name:** P.NELSON
**Email Box ID:** EPA 9658

**Description of Program:** The program operates the Hazardous Waste 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 Recovery Act (RCRA) and Superfund Administrative Records, National Priority List (NPL), Office of Solid Waste and Emergency Response (OSWER) directives, 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 and Freedom of Information Act (FOIA) from the public.

**Description of Finding Aids:** The following areas are tracked through an automated database: Freedom of Information Act requests (FOIAs), Community Relations lists, Office of Solid Waste and Emergency Response (OSWER) directives, Topo maps, pre-remedial section, Removal Enforcement cases file records and authorized personnel ID badges that have bar codes, and monthly reports illustrated with Harvard graphics.

## 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:** N/A

**Principal Contact(s):**

**Name:** Anna M. Runyan
**Responsibility:** Laboratory Records Management Officer
**Telephone:** (405) 332-8800, ext. 224 (CML)
(8) 743-2224 (FTS)
**Email Name:** ERL/Ada
**Email Box ID:** EPA 8441

**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

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

**Fax:** (913) 551-7467 (CML)
(8) 276-7467 (FTS)

**Principal Contact(s):**

**Name:** Carol Brakeall
**Responsibility:** Information Management Branch
**Telephone:** (913) 551-7527 (CML)
(8) 276-7527 (FTS)
**Email Name:** C.BRAKEALL
**Email Box ID:** EPA 9706

**Name:** Richard Sumpter
**Responsibility:** Program Analysis and Policy Development
**Telephone:** (913) 551-7661 (CML)
(8) 276-7661 (FTS)
**Email Name:** PPAS.CHIEF
**Email Box ID:** EPA 9742
**Fax:** (8) 276-7579 (FTS)

**Name:** Patricia L. Jones
**Responsibility:** Regional Records Custodian
**Telephone:** (8) 276-7238 (FTS)
**Email Name:** P.JONES
**Email Box ID:** EPA 9799

**Description of 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. Assists programs in writing directives.

**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:** N/A

**Principal Contact(s):**

**Name:** Barry R. Thierer
**Responsibility:** Superfund Records Center Manager
**Telephone:** (913) 551-7515 (CML)
(8) 276-7515 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 97039

**Name:** Jennifer S. Anderson
**Responsibility:** RCRA Records Center Manager
**Telephone:** (913) 551-7644 (CML)
(8) 276-7515 (FTS)
**Email Name:** T. HOGAN
**Email Box ID:** EPA 97039

**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, Contract Laboratory Program (CLP) indexing, dBase, and INMAGIC.

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

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

**Fax:** (8) 757-2934 (FTS)

**Principal Contact(s):**

**Name:** Helen Bennett
**Responsibility:** Removal Records Manager
**Telephone:** (913) 236-3881 (CML)
(8) 757-3881 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 9783

**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. Makes records including Administrative Record available to the public and 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 8 REGIONAL RECORDS MANAGEMENT PROGRAM

**Address:** U.S. Environmental Protection Agency
Region 8
Administrative Services Branch
999 18th Street, Suite 500
Denver, CO 80202

**Fax:** N/A

**Principal Contact(s):**

**Name:** Jackie Rivera
**Responsibility:** Regional Records Officer
**Telephone:** (303) 293-1645 (CML)
(8) 330-1645 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 97039

**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, 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) 330-1228 (CML)

**Principal Contact(s):**

**Name:** Carole S. Macy
**Responsibility:** Administrative Records Remedial/ Records Management Coordinator
**Telephone:** (8) 330-7038 (FTS)
**Email Name:** C. MACY
**Email Box ID:** EPA9835

**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**

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

**Fax:** (8) 330-1238 (FTS)

**Principal Contact(s):**

**Name:** Antonia (Tina) Artemis
**Responsibility:** Administrative Records Removal/ Records Management Coordinator
**Telephone:** (303) 294-7039 (CML)
(8) 330-7039 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 9870

**Description of Program:** The program operates the Hazardous Waste Management Division, Emergency Response Branch Records Center and 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 Management Branch
75 Hawthorn, M.S. P-5
San Francisco, CA 94105

**Fax:** (8) 484-1474 (FTS)

**Principal Contact(s):**

**Name:** Marilyn K. Ryall
**Responsibility:** Regional Records Management Officer
**Telephone:** (415) 744-1507 (CML)
(8) 484-1507 (FTS)
**Email Name:** M.RYALL
**Email Box ID:** EPA99223

**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, developing program-specific file structures, implementing a Records Management Task Force, and providing records management training.

**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, and preparing preliminary program plans for provision of "records management consulting services" to the Regional personnel.

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

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

**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 (CML)
(8) 484-1796 (FTS)

**Principal Contact(s):**

**Name:** Holly Hadlock
**Responsibility:** Superfund Records Manager/ Administrative Records Coordinator
**Telephone:** (415) 744-2244 (CML)
(8) 484-2244 (FTS)
**Email Name:** H.HADLOCK
**Email Box ID:** EPA99168

**Name:** Diane C. White
**Responsibility:** Superfund Records Center Manager
**Telephone:** (415) 744-2166 (CML)
(8) 484-2166 (FTS)
**Email Name:** DIANE.WHITE
**Email Box ID:** EPA99230

**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 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, and litigation research. 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 SYSTEM LABORATORY (EMSL) RECORDS MANAGEMENT PROGRAM

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

**Fax:** N/A

**Principal Contact(s):**

**Name:** Barbara Queen
**Responsibility:** Records Management Officer
**Telephone:** (702) 798-2561 (CML)
(8) 545-2561 (FTS)
**Email Name:** B.QUEEN
**Email Box ID:** EPA 8543

**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

**Address:** U.S. Environmental Protection Agency
Region 10
Records Management Program
1200 Sixth Avenue, MD-142
Seattle, WA 98101

**Fax:** N/A

**Principal Contact(s):**

**Name:** Barbara McAllister
**Responsibility:**
**Telephone:** (206) 553-4044 (CML)
(8) 399-4044 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 90004

**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
**Telephone:** (206) 553-2121 (CML)
(8) 399-2121 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 9065

**Name:** Marilyn Magnuson
**Responsibility:** Head Librarian/Records Manager/Superfund
**Telephone:** (206) 553-6512 (CML)
(8) 399-6512 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 9065

**Name:** Margaret E. Hughes
**Responsibility:** RCRA Records Manager
**Telephone:** (206) 442-6687 (CML)
(8) 399-6687 (FTS)
**Email Name:** N/A
**Email Box ID:** N/A

**Description of Program:** The program operates two records centers. The Superfund 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 reference materials. The Waste Management Branch Records Center is responsible for the full management and organization of all NPL and Resource Conservation and Recovery Act (RCRA) records generated by operations in Region 10.

**Description of Services Provided:** 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) and RCRA records. Operates public research room and responds to telephone calls from the public.

**Description of Finding Aids:** The complete system is in process of creation and development. The Regional file structure for Superfund site is organized by site and arranged by subject. In Superfund, indexing and bar coding are done on the dBase/Foxbase system developed in the region. In RCRA, logbooks and out-cards indicate file removals. The RCRA records manager maintains a crossfile of facility and site files held by individual technical staff.

## ENVIRONMENTAL RESEARCH LABORATORY (CORVALLIS) RECORDS MANAGEMENT PROGRAM

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

**Fax:** N/A

**Principal Contact(s):**

**Name:** Pamela C. Taylor
**Responsibility:** Laboratory Records Manager
**Telephone:** (503) 757-4582 (CML)
(8) 420-4582 (FTS)
**Email Name:** N/A
**Email Box ID:** EPA 8542

**Description of Program:** Provides records management support of 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

# Appendices

Material belongs to:
Office of Toxic Substances Library
U.S. Environmental Protection Agency
401 M Street, S.W. TS-793
Washington, D.C. 20460
(202) 382-3944

# APPENDIX A

## ALPHABETICAL INDEX


| | | |
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| Air and Engineering Research Laboratory<br>Research Triangle Park, NC | (919) 541-2922 (CML)<br>(8) 629-2922 (FTS) | 20 |
| Atmospheric Research and Exposure<br>Assessment Laboratory<br>Research Triangle Park, NC | (919) 541-2106 (CML)<br>(8) 629-2351 (FTS) | 21 |
| Environmental Criteria and Assessment<br>Office, Research Triangle Park, NC | (919) 541-3637 (CML)<br>(8) 629-3637 (FTS) | 26 |
| Environmental Criteria and Assessment<br>Office, Cincinnati, OH | (513) 569-7535 (CML)<br>(8) 684-7535 (FTS) | 32 |
| Environmental Monitoring Systems Laboratory<br>Cincinnati, OH | (513) 569-7485 (CML)<br>(8) 684-7585 (FTS) | 29 |
| Environmental Monitoring Systems Laboratory<br>Las Vegas, NV | (702) 798-2561 (CML)<br>(8) 545-2561 (FTS) | 45 |
| Environmental Research Laboratory/ORD<br>Athens, GA | (404) 546-3430 (CML)<br>(8) 250-3430 (FTS) | 22 |
| Environmental Research Laboratory<br>Corvallis, OR | (503) 757-4582 (CML)<br>(8) 420-4582 (FTS) | 49 |
| Environmental Research Laboratory/ORD<br>Duluth, MN | (218) 720-5544 (CML)<br>(8) 780-5544 (FTS) | 30 |
| Environmental Research Laboratory/ORD<br>Gulf Breeze, FL | (904) 934-9201 (CML)<br>(8) 228-9201 (FTS) | 23 |
| Environmental Research Laboratory/ORD<br>Narragansett, RI | (401) 782-3030 (CML)<br>(8) 838-6030 (FTS) | 10 |
| Hazardous Waste/Superfund Records<br>Management Program (Reg. 2) | (212) 264-8676 (CML)<br>(8) 264-8676 (FTS) | 12 |
| Hazardous Waste/Superfund Records<br>Management Program (Reg. 4) | (404) 347-5241 (CML)<br>(8) 257-0506 (FTS) | 16 |

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| Hazardous Waste/Superfund Records Management Program (Reg. 10) | (206) 442-6687 (CML)<br>(8) 399-6687 (FTS) | 47 |
| Hazardous Waste/Superfund Records Management Program (Reg. 5) | (312) 353-5821 (CML)<br>(8) 353-5821 (FTS) | 28 |
| Hazardous Waste/Superfund Records Management Program (Reg. 10) | (206) 553-2121 (CML)<br>(8) 399-2121 (FTS) | 47 |
| Hazardous Waste/Superfund Records Management Program—Remedial (Reg. 1) | (617) 573-5729 (CML)<br>(8) 833-5729 (FTS) | 6 |
| Hazardous Waste/Superfund Records Management Program—Remedial (Reg. 3) | (215) 597-3037 (CML)<br>(8) 597-3037 (FTS) | 14 |
| Hazardous Waste/Superfund Records Management Program—Remedial (Reg. 6) | ((214) 655-6750 (CML)<br>(8) 255-6750 (FTS) | 34 |
| Hazardous Waste/Superfund Records Management Program—Remedial (Reg. 7) | (913) 551-7515 (CML)<br>(8) 276-7515 (FTS) | 38 |
| Hazardous Waste/Superfund Records Management Program—Remedial (Reg. 8) | (303) 294-7038 (CML)<br>(8) 330-7038 (FTS) | 41 |
| Hazardous Waste/Superfund Records Management Program—Removal (Reg. 1) | (617) 860-4309 (CML)<br>(8) 828-6309 (FTS) | 8 |
| Hazardous Waste/Superfund Records Management Program—Removal (Reg. 7) | (913) 236-3881 (CML)<br>(8) 757-3881 (FTS) | 39 |
| Hazardous Waste/Superfund Records Management Program—Removal (Reg. 8) | (303) 294-7039 (CML)<br>(8) 330-7038 (FTS) | 42 |
| Headquarters Records Management Program Washington, DC | (202) 382-5912 (CML)<br>(8) 382-5912 (CML) | 3 |
| Health Effects Research Laboratory Research Triangle Park, NC | (919) 541-5157 (CML)<br>(8) 629-5157 (FTS) | 24 |
| Motor Vehicle Emission Laboratory Ann Arbor, MI | (313) 668-4311 (CML)<br>(8) 668-4368 (FTS) | 31 |

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| National Air and Radiation Laboratory<br>Montgomery, AL | (205) 270-3410 (CML)<br>(8) 228-3410 (FTS) | 25 |
| National Records Management Program<br>Washington, DC | (202) 382-5911 (CML)<br>(8) 382-5911 (FTS) | 1 |
| New England Regional Laboratory<br>Lexington, MA | (617) 860-4600 (CML)<br>(8) 828-4397 (FTS) | 9 |
| Office of Administration and Resources<br>Management, Research Triangle Park, NC | (919) 541-3031 (CML)<br>(8) 629-3031 (FTS) | 18 |
| Regional Records Management Program (Reg. 1) | (617) (565-3374 (CML)<br>(8) 835-3374 (FTS) | 4 |
| Regional Records Management Program (Reg. 2) | (212) 264-1414 (CML)<br>(8) 264-1414 (FTS) | 11 |
| Regional Records Management Program (Reg. 3) | (215) 597-1180 (CML)<br>(8) 597-1180 (FTS) | 13 |
| Regional Records Management Program (Reg. 4) | (404) 347-2316 (CML)<br>(8) 257-2316 (FTS) | 15 |
| Regional Records Management Program (Reg. 5) | (312) 353-1481 (CML)<br>(8) 353-1481 (FTS) | 27 |
| Regional Records Management Program (Reg. 6) | (214) 656-6444 (CML)<br>(8) 255-6540 (FTS) | 33 |
| Regional Records Management Program (Reg. 7) | (913) 551-7527 (CML)<br>(8) 276-7527 (FTS) | 37 |
| Regional Records Management Program (Reg. 8) | (303) 293-1645 (CML)<br>(8) 330-1645 (FTS) | 40 |
| Regional Records Management Program (Reg. 9) | (415) 744-1507 (CML)<br>(8) 484-1507 (FTS) | 43 |
| Regional Records Management Program (Reg. 10) | (206) 553-4044 (CML)<br>(8) 399-4044 (FTS) | 46 |
| Robert S. Kerr Environmental Research<br>Laboratory, Ada, OK | (405) 332-8800 (CML)<br>(8) 743-224 (FTS) | 36 |

# 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).

## RECORDS MANAGEMENT PROGRAM
## COLLECTION AND SERVICES

**PROGRAM NAME:**
**ADDRESS:**

**CITY, STATE, ZIP:**
**TELEPHONE** (including area code) :
**FAX** (if available) :
**E-Mail Box ID:** **E-Mail Box Name:**
**Principal Contact (S) :**

**Responsibility:**

**Description of Program:**

**Description of Services Provided:**

**Description of Finding Aids:**

---

**Return Form to:** Records Network Coordinator

Information Management and Services Division
U.S. Environmental Protection Agency
401 M Street, SW PM 211-D
Washington, DC 20460
Fax: 382-3923 Phone: (202) 245-3639 (CML)
(8) 245-3639 (FTS)

USE REVERSE SIDE IF MORE ROOM IS NEEDED