

All-in-1 Records Management Resource Directory

The All-in-1 bulletin board for information on records management resources in the Regional office is now available. By accessing this bulletin board, you will be able to find out:

- ◆ Who has file plans and for which records.
- ◆ What computer software is being used and for what functions.
- ◆ Who's microfilming, what records they're filming, and what format they're using.
- ◆ Who's using barcoding and what they're using it for.
- ◆ Who has records management manuals.

The name of the bulletin board is:

EPA_RECORDS_MGMT_RESOURCES_DIR

Instructions on accessing All-in-1 bulletin boards can be found in the *ALL-IN-1 TECHNICAL REFERENCE GUIDE* (December 1991), pages 4-38 through 4-49. You can receive instructions on accessing and using bulletin boards by typing REQ from the Electronic Messaging menu. At the REQUEST prompt, type BBINFO and press RETURN. You may then read, print, send, forward, or refile (RFD) the message. If you have questions on using the bulletin boards, contact the Email Admin (Vickie Hare) at (919) 629-7862.

This is a "read only" board so you will not be able to send messages on it, but you may send messages or post other information on the other records bulletin board, EPA_RECORDS.

After you have added the bulletin board to your index, the "notes" or topics you can select (SEL) from the Group Conferencing menu are

- 1.0 FILE PLANS
- 3.0 MICROFILMING
- 4.0 BARCODING
- 5.0 MANUALS PRODUCED BY THE REGIONS
- 6.0 COMPUTER DATABASES

If your program has a product that could be added to the bulletin board, contact Sandy York (contractor) at 303-680-6576 or Email YORK.SANDY.



Records Management Resource Directory

File Plans

<u>Region</u>	<u>Office</u>
1	Air, Pesticides and Toxics Audit Coordinator Finance Section Human Resources and Support Branch Office of Regional Counsel Planning and Analysis Section Planning and Technical Evaluation Toxic Substances Control Section
3	All offices
4	Air Compliance Air Enforcement Air, Pesticides, and Toxic Management Division Drinking Water Environmental Services Division RCRA Regional Counsel Superfund Water Division
5	All offices GLNPO
6	Air, Pesticides, and Toxic Division Environmental Services Division Hazardous Waste Division Management Division Water Management Division
7	Superfund

File Plans (cont'd.)

8	Administrative Services Drinking Water Health and Safety NPDES Permits Public Water Supply Implementation & Enforcement RCRA Superfund
9	Comptroller's Office Human Resource Management Branch Inspector General RCRA
10	RCRA Superfund

COMPUTER DATABASES
(Does not include Automated SF 135)

<u>Region</u>	<u>Function</u>	<u>Software</u>
1	Regional Counsel tracking system Container tracking system Superfund indexing system Superfund checkout Superfund Contract Laboratory Program tracking system RCRA files Superfund removal records Record disposition database	DBASE CLIPPER DOCTOOL In-house DBASE DOCUTRAK INMAGIC PERFORM
3	RCRA files Superfund files	DBASE DBASE
4	Superfund Administrative -Record tracking, compilation, checkout, label creation	DBASE

Computer Databases (cont'd.)

<u>Region</u>	<u>Function</u>	<u>Software</u>
4	RCRA docket	DBASE
	Regional file inventories, label production & reports	INMAGIC
	FOIA tracking system	PC FOCUS
5	File plans	DBASE
	Superfund checkout and Administrative Record indexes	DBASE
	Water compliance document indexes	DBASE
	RCRA checkout	DBASE
	Regional file disposition schedules	INMAGIC
	GLNPO publications and forms	MAC DATABASE
6	Folder checkout	DBASE
	Superfund document index	INMAGIC
7	Superfund Administrative Record tracking system	DBASE
	RCRA document index	DBASE
8	Superfund site file documents, Administrative Records, and guidance documents	INMAGIC
	RCRA facility documents	INMAGIC
	Regional Administrator's incoming mail	INMAGIC
	NDPES permits checkout	DBASE
9	Superfund document tracking systems	IMAGETRAX and DBASE and FOXPRO
	RCRA checkout	DBASE
10	Superfund site files, technical guidance system, records checkout and inventory (folder level)	FOXBASE
	Superfund records to Federal Records Center	CLIPPER
	RCRA Solid Waste Program Library Files (being developed)	DBASE

MICROFILMING

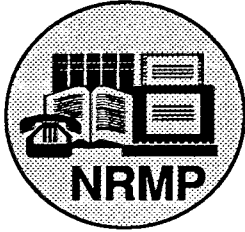
<u>Region</u>	<u>Function</u>	<u>Format</u>
1	Superfund Administrative Records Superfund site files [Planning stages]	Microfiche
3	Regional Counsel enforcement case files	Roll film & microfiche
4	Superfund Administrative Records	Roll film
5	RCRA notifications	Roll film
6	Superfund Administrative Records Water enforcement/adm	Microfiche Microfiche
7	Superfund Administrative Records Toxics and Pesticides enforcement case files	Microfiche Microfiche
8	Pesticide files Superfund site files and Administrative Records	Roll film & Microfiche Roll film
9	Superfund Administrative Records RCRA notifications	Roll film Planning stages
10	Superfund Administrative Records	Roll film

BARCODING

<u>Region</u>	<u>Function</u>
5	Folder checkout for Superfund and RCRA [Planning stages]
6	Folder checkout for Air/Pest/Toxic Division; Management Division; Hazardous Division; Water Division Enforcement/Compliance and NPDES permits
7	Folder checkout for Superfund
8	Document control for Finance Folder checkout for NPDES permits Document control for Superfund
9	Document control for Superfund
10	Folder checkout and inventory for Superfund

MANUALS PRODUCED BY THE REGIONS

<u>Region</u>	<u>Manual Title</u>
4	Region IV Coordinated Records Management System INMAGIC Database: Training Manual Air Enforcement Case File Guidance Manual Office of Regional Counsel Records Management Guidance Air, Pesticides, and Toxic Management Division Program Records Environmental Services Division Program Records Water Division Program Records Superfund -Administrative Record Compilation and Site File Organization RCRA Procedures Manual
5	Draft Regional Guidelines & Procedures GLNPO Procedures
6	Regional Orders on Use of Alternate Storage Areas Micrographic Management Policy National Security Information Superfund Records Procedures Manual SOP's for RCRA, Management Division File Rooms
7	Region VII Records Management Handbook Superfund Site Team Records Management Manual Records Management Overview - Instructor's Manual
8	Superfund Records Management Manual Superfund CBI
9	Region IX Records Management Manual Regional Order on Records Management
10	Superfund Records Management Manual for Region 10



National Records Management Program Request Form

Mail or FAX to the NRMP at the following mailing address:

National Records Management Program
Information Management and Services
Division, PM-211D
U.S. EPA, 401 M Street, SW
Washington, DC 20460
202/FTS 260-5911
FAX: 202-260-3923

My address:

Name

Office and Mail Code

City, State, Zip

Phone Number

Check the space that corresponds to your request:

- _____ Add me to the INFOACCESS distribution list.
- _____ Add a staff member to the list; list person(s) below.
- _____ Please remove me from the INFOACCESS mailing list.
- _____ Please send me the item(s) checked on the back of this form.
- _____ We would like a visit from the HQ/Regional RM person.
- _____ We would like to set up a records program - please contact us.

Comments/Suggestions

