



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

USEPA West Building
Headquarters Repository
1301 Constitution Avenue N.W.
Room 3340 - Mailcode 3404T
Washington, DC 20004

APR 20 1992

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

OERR DIRECTIVE 9204.1-01

MEMORANDUM

SUBJECT: Establishment of OERR Records Management Program

FROM: Henry L. Longest II, Director
Office of Emergency and Remedial Response *H.L.*

TO: OERR Division Directors and Supervisors

PURPOSE. This directive establishes a formal structure for building a consistent, efficient and legally defensible records management program for OERR.

BACKGROUND. Establishment of these programs in Regional Superfund Offices is virtually complete. We have been requested now to replicate this effort in Washington. Although OERR has participated in regular clean-up days and has generally archived records in accordance with agency policy, a formal structure to ensure cross-Division consistency has never been established. The move to Crystal Gateway, with its limited file space, provides an outstanding opportunity to solve this problem permanently.

OBJECTIVE. Cooperative development of an OERR Records Management Program, under senior management sponsorship, will enable OERR to examine records retention needs and legal responsibilities, understand procedures for retention and disposition, and appropriately track and archive our records. Centralized knowledge, coordinated by Division representatives, and managed as part of the Superfund Documents Program, will ultimately save time for technical and professional staff. Records reduction before the move will simplify relocation logistics and better utilize space in the new quarters.

IMPLEMENTATION. A work group chaired by Betti VanEpps and initially consisting of the Divisions' Special Assistants will manage this project. Their first task is to develop a records management strategy, with immediate attention to issues raised by the move. As the work proceeds, Divisions should expect to identify other participants with specialized knowledge, who should participate as appropriate. Lisa Jenkins, OSWER Records



Management Officer, will participate on this work group to bring us the benefit of experience and knowledge gained in the Regional effort.

Ultimately, an OERR policy directive will be issued which describes the final program and responsibilities for its maintenance.

I have asked Steve Luftig to serve as ex-officio participant on this project to provide the senior management support which will ensure success.

cc: Steve Luftig
OERR Staff
Lisa Jenkins