



Department of Energy
Washington, DC 20585

AUG 15 2007

TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: *in* LORRETTA D. BRYANT *Jeffrey D. Martus*
ACTING DIRECTOR, RECORDS MANAGEMENT DIVISION
OFFICE OF INFORMATION TECHNOLOGY PLANNING,
ARCHITECTURE AND E-GOVERNMENT

SUBJECT: NUMBERED MEMORANDUM RM 07-24, PERMANENT
ENVIRONMENTAL RECORDS

The National Archives and Records Administration (NARA) asked us to identify special media records associated permanent environmental records. NARA asks that this information be placed on the SF 115, Request for Records Disposition Authority. Attached is a description of permanent special media, except for electronic records, from NARA.

The following series of records are permanent in the "bundled" environmental records schedule.

15113 Public Involvement Records/Post Closure Plans

Public Involvement Records. Records containing information relating to public affairs and public involvement in restoration and remediation activities. May include public affairs records not included in the administrative record that are maintained by Public Affairs or External Affairs Offices. (Section 1a); news releases, photos, maps, figures; community meetings records, community relations records; public meetings/presentations, environmental bulletins; other CERCLA-required public involvement records; Public Involvement Plan records.

Permanent. Retain onsite until no longer needed. Transfer to NARA.
N1-434-98-28, item 1.i

Post Closure Plans. Closure plans include description of plans for each unit, estimate of maximum inventory during active life, description of steps needed to remove a decontaminate, and schedule.

Permanent. Cut off when no longer needed. Transfer to NARA 25 years after cutoff. N1-434-98-28, item 3.d(2)



No change (Applies to both of the above)

15123 Reports – Waste Management/Radioactive Contamination Soil/Real Estate

Environmental Monitoring Reports. These reports document monitoring data from routine radiological and nonradiological environmental surveillance activities. The report is created to document all the environmental activities completed at a site in order to be in full compliance with all applicable environmental laws and regulations. Records may include, but are not limited to monitoring data, summary of meteorological data, permits, summary of analytical results, sample analysis of vegetation, soil, and water, and discussion of sampling procedures. Environmental monitoring reports defining the extent and levels of radioactive contamination in soil or real estate.

Permanent. Transfer to NARA when no longer needed by the Department. N1-434-98-28, item 1.d(8)(b)

Waste Management Reports. These reports document waste management activities, other than CERCLA funded cooperative agreements. Hazardous waste reports, hazardous substance reports, waste characterization reports, CERCLA/RCRA unit reports.

Permanent. Cut off when waste is disposed of. Transfer to NARA 25 years after cutoff. N1-434-98-28, item 1.d(10)(a)

Waste minimization/prevention reports, waste reduction reports, waste disposal reports

Destroy 150 years after issuance of report. N1-434-98-28, item 1.d.(10)(b)

Permanent. (Applies to all of the above.)

15124 DOE-wide Environment/Safety Reports. Reports relating to DOE-wide environmental, human health, employee and/or public safety and oversight reports.

Permanent. Cut off when superseded, obsolete, or canceled. Transfer to NARA 25 years after cutoff. N1-434-98-28, item 1.d(1)

No change.

15141 Environmental Project Case Files – Innovative Technology. Project case files, maintained as a collection throughout the projects life cycle,

which documents the activities of the project from initiation through completion. Identify contract or work agreements, statement of work, funding/budget documentation, project plans, project justification, audits, project reviews or event documentation, client status reports, permits, organization structure, property lists/inventories, deliverables, meeting minutes/agendas, closure plans, final reports, and other reports and correspondence related to milestones, project scope, staffing, initiation or execution of the project. May also include engineering design review records and as-built drawings. Projects for which innovative technology is initially developed or demonstrated.

Permanent. Cut off at project completion. Transfer to NARA 25 years after cutoff. See NI-434-96-9. NI-434-98-28, item 1.k(2)(a)

No change.

15241 Environmental Impact Statement, Environmental Assessment and Categorical Exclusion

Environmental Impact Statement. An environmental impact statement (EIS) is required for proposed major federal actions that significantly affect the quality of the human environment. A supplemental analysis (SA), is prepared if there are substantial changes to the proposed action or significant new circumstances or information relevant to environmental concerns for an action covered by an existing, approved EIS. A SA is prepared to determine if a supplemental EIS or a new EIS should be prepared.

Maintained by the cognizant DOE Office.

Permanent. Cut off when ROD is issued. Transfer to NARA 20 years after cutoff. NI-434-98-28, item 2.f(1)(a)

Environmental Assessment Records. An environmental assessment (EA) provides the information to determine the necessity for an EIS or a finding of no significant impact. Documentation includes the EA and Notice of Intent (NOI).

Maintained by the cognizant DOE Office.

Permanent. Cut off when project is completed. Transfer to NARA 20 years after cutoff. 40CFR1508.9 NI-434-98-28, item 2.f(2)(a)

Categorical Exclusion Records. A categorical exclusion (CX) documents that the potential impacts to the environment are clearly insignificant and the proposed action falls within a category of actions not normally

requiring an EA or an EIS. An information bulletin (IB) describes the action and identifies the appropriate CX and is prepared as a basis for a DOE decision regarding the CX. The IB usually includes a draft CX determination. Documentation includes the IB, environmental checklist (ECL)/action description memorandum and other records used to reach a CX determination.

Maintained by the cognizant DOE Office.

Permanent. Cut off when project is completed. Transfer to NARA 20 years after cutoff. 40 CFR 1508.4 and 10 CFR 1021 N1-434-98-28, item 2.f(3)(a)

No change. (Applies to all of the above.)

15311 RCRA Parts A & B Maintained by the Cognizant DOE Operations Office. Permitting documentation includes detailed definition of the approved process, schedules, milestones, reporting requirements, supporting documentation, correspondence, terms and conditions of the permit, notification of changes to the permit and modifications.

RCRA Permits, Part A and B. Maintained by the cognizant DOE Office

Permanent. Cut off and transfer to NARA at termination of permit. N1-434-98-28, item 3.b(1)(a)

No change.

15611 Designation/Mean of Disposal and Waste Disposal Characterizations Records

Procedures governing disposal and cleanup.

Permanent. Retain on site until final cleanup. Transfer to NARA 5 years after cutoff. N1-434-98-28, item 6.a

Waste Disposal Characterizations/Records. Records indicating type (classification) and degree of contamination, date of disposal, method of disposal (burial, landfill, etc.), volume, and disposal location. Records may include engineering studies, reports of unusual problems encountered during removal or treatment.

Permanent. Retain on site until final cleanup. Transfer to NARA 5 years after cutoff. N1-434-98-28, item 6.b

No change. (Applies to both.)

Please identify any special media records, including electronic records, associated with the series of records listed above and submit this information to us by September 21, 2007. If you have any questions, please contact Mary Ann Wallace (maryann.wallace@hq.doe.gov or 301-903-1147).

Attachment

cc: Records Liaison Officers