Message

From: Van Reed, Paul [vanreed.paul@epa.gov]
Sent: 12/10/2018 12:00:37 PM
To: R3 HSCD [R3_HSCD@epa.gov]
Subject: RE: December is Records Clean-up Month
Attachments: ORC Lit Hold List_LDrive.xlsx

Nonresponsive based on revised scope

Thank You!

Paul

PAUL R. VAN REED
Records and Information Management Specialist - Superfund
Hazardous Site Cleanup Division
EPA Region III (3HS42)
1650 Arch Street
Philadelphia, PA 19103-2029
(215) 814-3157
(215) 814-3015 (FAX)

From: Melvin, Karen
Sent: Monday, December 03, 2018 8:18 AM
To: R3 HSCD <R3_HSCD@epa.gov>
Subject: December is Records Clean-up Month
Importance: High

DECEMBER 10 – 14, 2018 IS HSCD RECORDS CLEANUP WEEK!

HSCD will hold a *Records Cleanup event from December 10 – 14, 2018*. Please take this time to go through your offices and get rid of your outdated records, printed material, and electronic media. If the planned re-alignment becomes final, some staff will be moving to different organizational units and others may be impacted by efforts to consolidate organizational units on the same floor, also the potential for an end-of-lease move from 1650 Arch Street will mean that all of us may have to move into new space. Please help us to reduce the cost of our moves by reducing the amount of stuff we have to pack up and move.

Here is what to expect:

- **Collection receptacles on either side of the elevator lobby**
  - Blue bins for trash
  - Large boxes for 3-ring binders, only
  - Empty "printer paper" boxes for sensitive documents that should not be placed in the trash or in recycling containers

- **Records Center staff available to take ALL records that you don't need for current work**

Important instructions to follow:

- **Records covered by an active Litigation Hold or Preservation Order**
  - **Check with your site attorney BEFORE** you move or dispose of ANY of these records in your possession.
  - Check L:\Share\CERCLA Records Center\HSCD Litigation Hold sites for the list of active HSCD matters under Litigation Hold and Preservation Orders.

- **Take all records to the CERCLA Records Center**
  - 6th Floor, Room 309
  - Please use the *CERCLA File Update Form* to submit records to the Records Center.
  - To open the *CERCLA File Update Form*, click: CERCLA Update Form

- **Safeguard all sensitive documents** – PLACE THEM IN THE "PRINTER PAPER" BOXES!!
  - **Do not place sensitive documents of any kind in the blue trash bins.**
  - Sensitive documents are documents that:
    - contain even a single reference to CBI (Commercial Business Information) or to PII (Personally Identifiable Information),
    - are ENFORCEMENT CONFIDENTIAL, or
    - contain other restricted markings.

- **Properly dispose of sensitive documents in the "printer paper" boxes in the elevator lobby**
  - Take an empty box back to your office to fill with any sensitive documents.
  - Complete and sign the *NARA Immediate Destruction Form* inside each box and place it on top of the documents before closing the box.

- Return the box with the completed NARA forms to the "**FULL BOXES FOR IMMEDIATE DESTRUCTION**" area in the elevator lobby.

If you have questions or need assistance, contact Paul Van Reed at x3157 or CERCLA Records Center staff at x3024.

KAREN MELVIN, DIRECTOR
HAZARDOUS SITE CLEANUP DIVISION
US EPA, REGION 3
1650 ARCH STREET
PHILADELPHIA, PA 19103
215-814-3275