

**REQUEST FOR RECORDS DISPOSITION AUTHORITY***(See Instructions on reverse)***LEAVE BLANK (NARA use only)**

JOB NUMBER

71-412-02-3

DATE RECEIVED

2-22-2002

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 204081 FROM (Agency or establishment)  
Environmental Protection Agency2 MAJOR SUBDIVISION  
Office of Enforcement and Compliance Assurance

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Chris O'Donnell

5 TELEPHONE

202-260-1324

DATE

1-14-03

ARCHIVIST OF THE UNITED STATES

*John W. Carl***6 AGENCY CERTIFICATION**I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;

is attached, or

has been requested

DATE

2/8/2002

SIGNATURE OF AGENCY REPRESENTATIVE

Chris O'Donnell

*Chris O'Donnell*

TITLE

Agency Records Officer

7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION10 ACTION  
TAKEN (NARA  
USE ONLY)See attached U. S. EPA 264 - Section Seven Tracking  
(SSTS)*cc NWMD, NWMWA, Agency*

# EPA Records Schedule 264

**Status:** Final, 10/31/2009

**Title:** Section Seven Tracking System (SSTS)

**Program:** Compliance Monitoring

**Applicability:** Agency-wide

**Function:** 108-025-06-01 - Ensure Safe Use of Pesticides

## **NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-02-3

## **Description:**

The Section Seven Tracking system (SSTS) is a database containing company, establishment registration data, and annual pesticide production reports.

Predecessor systems include: Establishment Registration Support System (ERSS) (1974); FIFRA and TSCA Enforcement System (FATES) (1979), FATES was split in 1986 into FATES and FIFRA/TSCA Tracking System (FTTS), SSTS was created in 1991.

## **Disposition Instructions:**

**Item a:** Electronic software program

This item is to be used only by the Office of Enforcement and Compliance Assurance, Office of Compliance, Agriculture Division at Headquarters.

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

**Item b(1):** Input - Paper

- **Disposable**
- Close when information has been entered into the system.
- Destroy 7 years after file closure. Shred submissions with confidential information.

**Item b(2): Input - Electronic**

- **Disposable**
- Close when information has been entered into the system.
- Delete earliest year after closure

**Item c: Electronic data**

This item is to be used only by the Office of Enforcement and Compliance Assurance, Office of Compliance, Agriculture Division at Headquarters.

- **Permanent**
- Close at the end of the reporting year.
- Transfer data annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

**Item d: Output and reports**

- **Varies**
- File with related records and follow instructions for the related records.

**Item e: System documentation**

This item is to be used only by the Office of Enforcement and Compliance Assurance, Office of Compliance, Agriculture Division at Headquarters.

- **Permanent**
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives annually, as specified in 36 CFR 1235.44-1235.50. Documentation is transferred with the electronic data (item c).

**Guidance:**

Pesticide producing establishments printouts maintained in regional offices are scheduled as EPA 277.

Input to the system takes place at the regional level as well as headquarters. The system maintains 5 years of data. To accomplish this, once a year the system deletes "year one" data.

**Reasons for Disposition:**

The following change was made in the 10/31/2009 version:

- Revised wording of disposition instructions for item a.

The following changes were made in the 08/31/2008 version:

- Revised schedule title
- Updated contact information.

The following changes were made in the 04/30/2008 version:

- Added applicability to disposition items a, c and e.
- Revised title of disposition item e.

This tracking system is the only one that registers pesticide producing establishments, therefore NARA recommended that the data be appraised as permanent rather than temporary.

**Custodians:**

Office of Enforcement and Compliance Assurance, Office of Compliance, Agriculture Division

- **Contact:** Michelle Stevenson
- **Telephone:** 202-564-4203

**Related Schedules:**

EPA 277

**Previous NARA Disposal Authority:**

**Entry:** 01/04/1993

**EPA Approval:** 02/08/2002

**NARA Approval:** 01/14/2003