

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Prevention, Pesticides, and Toxic Substances	
3. MINOR SUBDIVISION Office of Pesticide Programs	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-260-1324

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER 71-412-02-4	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 7-3-03	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 <u>2</u> 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,		
<input checked="" type="checkbox"/>	is not required;	<input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.
DATE 2/8/2002	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>Chris O'Donnell</i>	TITLE Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached U.S. EPA 350 - Export Notices of Unregistered Pesticides		
<i>cc NWMW, NWCT Agency</i>			

**U.S. EPA RECORDS SCHEDULE 350**

**DRAFT: 3/12/03**

**SERIES TITLE:**

Export Notices of Unregistered Pesticides

**PROGRAM:**

Pesticides

**EPA SERIES NO:**

350

**AGENCY FILE CODE:**

PEST 350

**NARA DISPOSAL AUTHORITY:**

N1-412-02-4

**APPLICABILITY:**

Headquarters

**DESCRIPTION:**

Contains Foreign Purchaser Acknowledgment Statements (FPAS) The statements are from exporters of unregistered pesticides with signed statements from foreign purchasers acknowledging that the pesticide is not registered for use in the United States Also contains annual summary documents from exporters and Agency export notice logs

**DISPOSITION INFORMATION:**

**a. Record copy**

Disposable

Break file annually Keep inactive materials in office 1 year after file break, then retire to FRC Destroy 3 years after file break

**b. Electronic copies created with word processing and electronic mail applications**

Disposable

Delete when record copy is generated

**ARRANGEMENT:**

Arrangement varies

**TYPE OF RECORDS:**

Case files

**SPECIFIC RESTRICTIONS:**

Confidential business information

**MEDIUM:**

Paper, electronic

**FUNCTIONS SUPPORTED:**

Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

Federal Insecticide, Fungicide, and Rodenticide Act, 7 U S C 1360 Sec 17(a)

40 CFR 168 Subpart D

**REASONS FOR DISPOSITION:**

This item covers a special headquarters function of administering the FIFRA pesticide export policy. The 3 year retention is based on the program's estimate of the useful life of the records.

**AGENCY-WIDE GUIDANCE:**

This item applies to pesticide export records held in the headquarters Office of Pesticide Programs, Field and External Affairs Division, who is responsible for retiring the records to the FRC.

**PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:**

Contains export notices, summaries, and logs.

**CONTROLLING UNIT:**

**Unit:**

Office of Prevention, Pesticides, and Toxic Substances

**Location:**

Crystal Mall 2

**Inclusive Dates:**

1992-present

**Volume on Hand (feet):**

6 lin ft

**Annual Accumulation (feet or inches):**

3 lin ft

**CONTACT POINT:**

**Contact:**

Cathleen Barnes

**Mail Code:**

7506C

**Telephone:**

703-305-7101

**Office:**

Field and External Affairs Division

**RELATED ITEMS:**

**PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:**

**Approval Date EPA:**

2/8/02

**Approval Date NARA:**

**Entry Date:**

12/18/96

**Last Modified:**

3/12/03