

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Enforcement and Compliance Assurance	
3. MINOR SUBDIVISION Multiple Units	
4. NAME OF PERSON WITH WHOM TO CONFER  Chris O'Donnell	5. TELEPHONE  202-566-1669

HAVE BLANK (NARA use only)	
JOB NUMBER 71-912-03-2	
DATE RECEIVED 12-3-2002	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3-4-04	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 4 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/26/2002	Chris O'Donnell <i>Chris O'Donnell</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 421 - FIFRA/TSCA Tracking System (FFTS)		

*cc Agency only*

# EPA Records Schedule 421

**Status:** Final, 02/15/2007

**Title:** FIFRA/TSCA Tracking System (FTTS)

**Program:** Enforcement and Compliance Assurance

**Applicability:** Agency-wide

**Function:** 108-025-08 - Compliance and Enforcement

## 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.

- N1-412-03-2

## Description:

The FIFRA/TSCA Tracking System (FTTS) is a regional system used to track compliance activities such as inspections, case review, enforcement actions taken, samples collected, and pesticide grants and cooperative agreement information. The compliance monitoring and enforcement activities are tracked from the time an inspector conducts (or schedules) an inspection until the time the case is closed or the enforcement action is settled. The system provides for four categories of reports: (1) reporting and enforcement and compliance assurance priorities (RECAP), (2) standard reports, (3) ad hoc reports, and (4) tracking reports.

All 10 regions and headquarters use FTTS, but the FTTS regional databases work independently of one another. Regional FTTS data entry personnel send their data to headquarters every month to rebuild the National Compliance Data Base (NCDB).

Excludes: The NCDB scheduled as EPA 420.

## Disposition Instructions:

**Item a:** Electronic software program

- **Disposable**
- Delete when superseded by routine software program updates and quality assurance check completed, or when no longer needed.

**Item b:** Input

- **Varies**

- Follow instructions for EPA 171 - Input and Source Records.

**Item c:** Electronic data

- **Disposable**
- Delete individual records 15 years after final action.

**Item d:** Output and reports

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

**Item e:** Supporting documentation

- **Disposable**
- Delete when superseded or obsolete.

**Guidance:**

FTTS acts as a local activity tracking and management tool. Each FTTS system is a stand-alone system for each regional office and is capable of functioning as a reporting tool. FTTS interacts with the NCDB to provide support for the national pesticides and toxics program.

Input data for FTTS is extracted from a variety of documents such as inspection reports, import reviews, samples, etc. In addition, all of the data contained in FTTS is not transferred to NCDB. For example, selected data such as dates and comments are not included in the monthly update to NCDB. NCDB is scheduled as EPA 420.

Specific legal citations include, but are not limited to:

- Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), as amended, Sec. 2, 7 U.S.C. Sec. 136 et seq.
- Toxic Substances Control Act (TSCA), as amended, Sec. 2, 15 U.S.C. Sec. 2601 et seq.
- Emergency Planning and Community Right-to-Know Act (EPCRA), Sec. 13, 42 U.S.C. Sec. 11001 et seq.

**Reasons for Disposition:**

Initially this system was submitted as part of EPA 267 - FIFRA/TSCA Tracking System/National Compliance Data Base (FTTS/NCDB). During the appraisal review held on August 8, 2000, it was determined that the two systems should be scheduled separately, with the data for FTTS as disposable. The retention meets program needs.

**Custodians:**

Multiple units

**Related Schedules:**

EPA 420

**Previous NARA Disposal Authority:**

**Entry:** 10/10/2000

**EPA Approval:** 11/26/2002

**NARA Approval:** 03/04/2004