

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U. S. Environmental Protection Agency

2. MAJOR SUBDIVISION
Office of Prevention, Pesticides, and Toxic Substances

3. MINOR SUBDIVISION
Analytical Chemistry Laboratory

4. NAME OF PERSON WITH WHOM TO CONFER
Chris O'Donnell

5. TELEPHONE
202-566-1669

LEAVE BLANK (NARA use only)

JOB NUMBER
71-412-04-13

DATE RECEIVED
9-22-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES
12-19-04 *John W. Paul*

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: 9/13/04
SIGNATURE OF AGENCY REPRESENTATIVE: *Chris O'Donnell*
TITLE: Agency Record Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	339 - Test Method Evaluation Records		

cc Agency, NR, NWMW



This schedule is under development and MAY NOT be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 339

Development: 12/17/2003

Title: Test Method Evaluation Records

Program: Pesticides

Applicability: Headquarters

Agency File Code: PEST 339

NARA Disposal Authority:

- Pending

Description:

Includes records related to review, evaluation, modification and validation of test methods used for the analysis of environmental samples, food, feed and pesticide products. Records consist of methods and results.

Disposition Instructions:

Item a: Record copy of methods reports, methods and essential laboratory raw data such as chromatograms and original test method data submitted by companies

- Disposable
- Break file at end of fiscal year. Keep in office 10 years, then retire to FRC. Destroy when 25 years old.

Item b: Record copy of non-essential supporting documentation such as extra copies of submissions, non-reportable data, etc.

- Disposable
- Break file at end of fiscal year. Keep in office 5 years, then destroy.

Item c: Electronic copies created with word processing and electronic mail applications

- Disposable
- Delete when record copy is generated.

Arrangement: Arranged sequentially by project number.

Type of Records: Case files

Format: Electronic, Paper

Functions Supported: Pesticides Program

Specific Restrictions:

- None

Specific Legal Requirements:

Reasons for Disposition:

This schedule item replaces NC1-412-85-24/28. Previous retention was 20 years for all records in this series. Retention for subitem a, methods reports, methods and essential laboratory raw data has been increased to 25 years to meet current program office needs. Retention for subitem b, supporting non-essential documentation, has been decreased to 5 years based on the expected period of time the non-essential information is useful to the program. Subitem c, for electronic copies has been added.

Agency-wide Guidance:

Program Office Guidance:

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Analytical Chemistry Laboratory

- **Contact:** Theresa Cole
- **Mail Code:** 7503W
- **Telephone:** 410-305-2907
- **Location:** Environmental Service Center, Fort Meade, MD
- **Inclusive Dates:** 1974 - present
- **Volume on Hand:**
- **Annual Accumulation:**

Office of Prevention, Pesticides, and Toxic Substances

- **Contact:** Gerry Pierce
- **Mail Code:** 7503ECB
- **Telephone:** 228-688-3217
- **Location:** Environmental Chemistry Laboratory, Stennis Space Center, MS
- **Inclusive Dates:** 1974 - present
- **Volume on Hand:**

- **Annual Accumulation:**

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-76-9/28, NC1-412-85-24/28

EPA Approval Date: Pending

NARA Approval Date: Pending

Entry Date: 09/03/1992

Last Modified Date: 12/17/2003

[Explanation of Schedule Fields](#) | [Search the Schedules](#)
Browse the Development schedules by: [Number](#)

[Drafts](#) | [Schedules](#) | [Meetings](#) | [Calendar](#)
[Best Practices](#) | [Forms](#) | [Resources](#)

[Search](#) | [Comments](#) | [NRMP@Work](#) | [EPA@Work](#)

Last updated on Friday, July 2nd, 2004

URL: <http://intranet.epa.gov/records/schedule/devel/339.htm>