

<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 Prevention, Pesticides, and Toxic Substances	
3. MINOR SUBDIVISION Biological and Economic Analysis Division	
4. NAME OF PERSON WITH WHOM TO CONFER  Chris O'Donnell	5. TELEPHONE  (202) 566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-412-05-6</i>	
DATE RECEIVED <i>11-18-2004</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>4/22/05</i>	ARCHIVIST OF THE UNITED STATES <i>At the Washington</i>

<b>6. AGENCY CERTIFICATION</b>		
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>3</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 <i>11/18/2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris O'Donnell</i>	TITLE

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	EPA 157 - Chemical Reviews		

*Agency, NIR, 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 157**

**Development:** 05/04/2004

**Title:** Chemical Reviews

**Program:** Pesticides

**Applicability:** Headquarters

**Agency File Code:** PEST 157

**NARA Disposal Authority:**

- Pending

**Description:**

Records consist of complete reviews of chemical compounds. Includes draft reviews, comments, journal articles, lab reports, test products, economic impacts, use analysis or applications covering such areas as pharmacology and toxicology, residues in crops and food items, environmental samples (e.g., soil, sediment, water, fish, grass), human samples and their related materials, lab validations of registrants' methods. The records are used to support risk assessments, benefit assessment, and regulatory actions.

**Disposition Instructions:**

**Item a:** Record copy

- Disposable
- Close file when review is final. Keep in office 2 years, then retire to FRC. Destroy 18 years after file closure.

**Item 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

**Format:** Electronic, Paper

**Functions Supported:** Pesticides Program

**Specific Restrictions:**

- Confidential business information

**Specific Legal Requirements:**

- Federal Insecticide, Fungicide and Rodenticide Act, as amended, 7 U.S.C. Sec. 136, et seq.

**Reasons for Disposition:**

This schedule item supersedes NC1-412-85-24/27a (EPA 338), NC1-412-85-24/19 (EPA 331), and N1-412-95-2/9 (EPA 328). The business process for chemical reviews has changed, and the records included in these three series are an integral part of the same scientific review process. Although the analysis is now primarily done with the aid of computers, the record copies are printed and filed with this series and/or with the Reregistration Eligibility Decision (RED) Case Files (NC1-412-85-24/11 - EPA 326). If it remains electronic, it becomes part of the Label Use Information System (LUIS) (N1-412-95-2/13).

**Agency-wide Guidance:**

Registration analysis, which is called Screening Level Usage Analysis, is accomplished with the use of three non-EPA databases: Doane Marketing Research, Inc. (DOANE) which is proprietary, National Agricultural Statistics Service (NAS) which is associated with the FDA, and the Department of Pesticide Regulation Pesticide Use Reporting (DPR) which is located in California.

Scientific Data Reviews are scheduled as EPA 361.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

**Program Office Guidance:****Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Biological and Economic Analysis Division

- **Contact:** Arnet Jones
- **Mail Code:** 7503C
- **Telephone:** 703-305-7416
- **Location:**
- **Inclusive Dates:**
- **Volume on Hand:**
- **Annual Accumulation:**

**Related Schedules:**

EPA 361, EPA 366

**Previous NARA Disposal Authority:**

NC1-412-76-9/23, NC1-412-85-24/19 and 27a, N1-412-95-2/9

**EPA Approval Date:** Pending

**NARA Approval Date:** Pending

**Entry Date:** 09/02/1992

**Last Modified Date:** 05/04/2004