

<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) U.S. Environmental Protection Agency	
2 MAJOR SUBDIVISION Office of Pesticides	
3 MINOR SUBDIVISION Information and Resources and Services 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>21-412-05-7</i>	
DATE RECEIVED <i>4-18-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>2/2/06</i>	ARCHIVIST OF THE UNITED STATES <i>Ma W...</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>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>4/12/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	EPA 352 - Pesticide Incident Document and Incident System (IDS)		
	<i>cc: Regency, DR, NWMD, NWME, NWMI</i>		

# EPA Records Schedule 352

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

**Title:** Pesticide Incident Data System

**Program:** Pesticides

**Applicability:** Headquarters

**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.

- N1-412-05-7

## **Description:**

Includes correspondence, statistical and narrative documents, summary data related to accidents and incidents under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), as amended, Section 6 (a)(2) adverse health effects reported by industry, government agencies, and the public. The data is used to provide statistics on pesticide accidents involving human, animal, and environmental injuries. It also serves as a retrieval system to the incident files used in chemical reviews of pesticide products to defend or deny a registration.

IDS replaces the Pesticide Incident Reporting Monitoring System Master File, the Pesticide Episode Report System, and Pesticide Incident Documents.

## **Disposition Instructions:**

**Item a:** Electronic software program

The Office of Prevention, Pesticides and Toxic Substances, Office of Pesticide Programs, Information Technology and Resources Management Division, Information Services Branch at Headquarters is responsible for the disposition of this item.

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

**Item b:** Electronic data for Incident Data System (IDS)

The Office of Prevention, Pesticides and Toxic Substances, Office of Pesticide Programs, Information Technology and Resources Management Division, Information Services Branch at Headquarters is

responsible for the disposition of this item.

- **Permanent**

- Transfer to the National Archives when 50 years old, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

**Item c:** Source documents (reports)

- **Disposable**

- Close file annually.
- Destroy 20 years after file closure.

**Item d:** System input

- **Disposable**

- Follow instructions for EPA 171.

**Item e:** System output and reports

- **Varies**

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

**Item f:** System documentation

The Office of Prevention, Pesticides and Toxic Substances, Office of Pesticide Programs, Information Technology and Resources Management Division, Information Services Branch at Headquarters is responsible for the disposition of this item.

- **Permanent**

- Transfer to the National Archives those records necessary to document how the system captures, manipulates, and outputs data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Documentation is transferred with the electronic data (item b).

**Guidance:**

Since 2002, incident reports are being scanned and imaged onto CD-ROM. Prior to that time, all incident reports were in microfiche, all of which have been retired.

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

System indexes and incident data in electronic format are transferred to NARA's Center for Electronic Records. The index file is organized by product name. The first transfer will consist of all index records with associated images, and subsequent transfers will occur when the incident images are transferred

**Reasons for Disposition:**

The following changes were made in the 06/30/2008 version:

- Revised the title of the schedule.
- Updated the wording and name of the program office in disposition items a, b and f.
- Revised guidance.
- Updated contact information.

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

- Revised disposition instructions for items a and d.
- Added applicability to disposition items a, b and f.
- Revised title of disposition item f.

IDS, the electronic system, supports the regulatory decisions on pesticide products and replaces the following permanent systems: EPA 345 - Pesticide Incident Reporting Monitoring System Master File (PIMS) (NC1-412-85-24/34), EPA 346 - Pesticides Episode Report System (NC1-412-85-24/35), and EPA 341 - Pesticide Incident Documents (N1-412-03-13).

**Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Office of Pesticides, Information Technology and Resources Management Division, Information Services Branch

- **Contact:** Norman Spurling
- **Telephone:** 703-305-5835

**Related Schedules:**

EPA 171

**Previous NARA Disposal Authority:**

NC1-412-85-24/30, 34 and 35, N1-412-03-13

**Entry:** 06/27/2002

**EPA Approval:** 04/12/2005

**NARA Approval:** 02/09/2006