

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-412-06-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-9-2006</i>	
1. FROM (Agency or establishment) U.S Environmental Protection Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Prevention, Pesticides, and Toxic Substances			
3. MINOR SUBDIVISION Information Resources and Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Constance Downs	5. TELEPHONE 202-566-1640	DATE <i>01-24-2006</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. White</i> <i>nrh</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>12/27/2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Constance Downs</i> Constance Downs	TITLE Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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 357 Pesticide Registration Maintenance Fee Records		

SA 2/1/06 Copies sent to Agency, NARA, NR

This schedule is in draft and MAY NOT be used to destroy records. It may be used in your office file plans and, with prior approval from NRMP, used to retire records to a Federal Records Center. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 357

Status: Draft, 01/18/2006

Title: Pesticide Registration Maintenance Fee Records

Program: Pesticides

Applicability: Headquarters

NARA Disposal Authority:

- N1-412-06-2

Description:

Records consist of mailing receipts and telephone logs of conversations with registrants concerning maintenance fee billings and maintenance fee responses from companies, and related correspondence, if required.

Disposition Instructions:

Item a: Certified mailing green card receipts

- Disposable
- Break file annually, then retire to FRC. Destroy when 50 years old.

Item b: Telephone logs - paper

- Disposable
- Break file upon completion of quality assurance check, then destroy.

Item c: Telephone logs - microfilm or images

- Disposable
- Break file upon completion of quality assurance check. Keep in office 50 years, then destroy.

Item d: Fee response database

- Disposable
- Delete when no longer needed to track status of registration.

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

- Disposable

- Delete when record copy is generated.

Guidance:**Reasons for Disposition:**

Since 1988, FIFRA has required everyone holding a primary pesticide registration under section 3 or a registration for special local needs under section 24(c) to pay annual registration maintenance fees. The retention for the certified mailing receipts and the telephone logs has been increased to 50 years to ensure documentation is available for enforcement cases to counter claims by the pesticide registrant that they were not notified of their product's cancellation.

Custodians:

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

- **Contact:** Teresa Downs
- **Telephone:** 703-305-5363

Related Schedules:**Previous NARA Disposal Authority:**

N1-412-95-2/11

Entry: 11/21/1994

EPA Approval: 12/27/2005

NARA Approval: Pending