

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-35</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-9-2007</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 Adisposition not approved or Awithdrawn in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE <i>5/11/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen 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>6</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>12/20/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <i>John B. Ellis</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 GRS OR SUPERSEDED JOB CITATION	10.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)

1.	Pesticides Facilities Files	N1-412-94-4/14
2.	Pesticides Imports Files	N1-412-94-4/15
3.	Pesticide Producing Establishments Reports	NC1-412-85-1878 <i>76-1/11</i>

Set copies sent to Agency, NWMD, NAMW, NIR

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 225

Status: Development, 12/13/2006

Title: Pesticides Facilities Files

Program: Pesticides

Applicability: Regions

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). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

Description:

Contains documents relating to the manufacture, distribution, and application of pesticides products. Includes registration applications, registrations, investigation reports and supporting papers, certification forms, correspondence, and other related records.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records at end of year. Destroy 10 years after file closure.

Guidance:

Program offices may retain files in the office if they are likely to become an enforcement or compliance issue. EPA 207 covers enforcement action files and EPA 211 covers compliance files. See EPA 226 for pesticides imports.

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

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 12
- 40 CFR Parts 167, 171

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 207, EPA 211, EPA 226

Previous NARA Disposal Authority:

NC1-412-76-1/II/10 and 13, NC1-412-85-18/7 and 10, N1-412-94-4/14

Entry: 08/13/1992

EPA Approval: Pending

NARA Approval: Pending

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 226

Status: Development, 12/13/2006

Title: Pesticides Imports Files

Program: Pesticides

Applicability: Regions

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). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

Description:

Contains records on source and destination of pesticides imports into the United States. Documents include Notices of Arrival of Pesticides and Services (EPA form 3540-1) and attached registration label of product.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records at end of year. Destroy 5 years after file closure.

Guidance:

Pesticides Facilities Files are scheduled as EPA 225.

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 17

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Multiple units

Related Schedules:

EPA 225

Previous NARA Disposal Authority:

N1-412-94-4/15

Entry: 08/18/1992

EPA Approval: Pending

NARA Approval: Pending

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 277

Status: Development, 12/13/2006

Title: Pesticide Producing Establishments Reports

Program: Pesticides

Applicability: Regions

Function: 108-025-06-01 - Ensure Safe Use of Pesticides

NARA Disposal Authority:

- Pending

Description:

Consists of reports showing pesticide establishments data transferred from producers' annual reports. Reports show data concerning the kind and amount of pesticides being manufactured by the establishments, pursuant to requirements of FIFRA. The reports are output from the Section Seven Tracking System.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records when superseded. Destroy 1 year after file closure or when no longer needed.

Guidance:

The Section Seven Tracking System is scheduled as EPA 264.

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

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged. The schedule title has been modified.

Custodians:

Multiple units

Related Schedules:

EPA 264

Previous NARA Disposal Authority:

NC1-412-85-18/8

Entry: 07/02/1993

EPA Approval: Pending

NARA Approval: Pending