INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-07-038

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by DAA-0412-2013-0021.

Date Reported: 08/31/2020
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>JOB NUMBER</th>
<th>N1-412-07-38</th>
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<tbody>
<tr>
<td>DATE RECEIVED</td>
<td>11/11/07</td>
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</table>

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

2. **MAJOR SUBDIVISION**
   - Pesticides

3. **MINOR SUBDIVISION**
   - Headquarters

4. **NAME OF PERSON WITH WHOM TO CONFER**
   - John B. Ellis

5. **TELEPHONE**
   - 202-566-1643

6. **DATE ARCHIVIST OF THE UNITED STATES**
   - 8/14/07

7. **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 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.

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**
   - EPA 314 State Plans for Applicator Certification

9. **GRS OR SUPERSEDED JOB CITATION**
   - N1-412-95-2/1

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 15 (REV. 3-91)

Prescribed by NARA 36 CFR 1228
EPA Records Schedule 314

Status: Final, 02/29/2008

Title: State Plans for Applicator Certification

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.

• NI-412-07-38

Description:

Contains plans for certification of applicators of restricted use pesticides submitted by states, U.S. territories, Indian tribes and other federal agencies. Files also include Federal Register notices, training manuals, and reference materials.

Disposition Instructions:

Item a(1): Record copy - Nonelectronic

• Permanent

• Close inactive records when states submit new plans.

• Transfer to the National Archives 10 years after file closure. If record is microform, destroy paper after quality assurance is completed.

Item a(2): Record copy - Electronic

• Permanent

• Close inactive records when states submit new plans.
Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

**Item a(3):** Electronic copy of records transferred to the National Archives

- **Disposable**
  - Close file upon transfer to the National Archives.
  - Delete after electronic record copy is successfully transferred to the National Archives.

**Guidance:**

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

Copies maintained in the regions are to be retained according to the disposition instructions for EPA 203 for state oversight.

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 4 and 26
- 40 CFR Part 171.7

**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 following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

The following disposition items were changed in the 12/20/2006 version:

- Item a - Official copy - microformed was changed to Record copy.
- Item b - Paper copy - microformed was deleted and combined with item a.
- Item c - Office microform copy was deleted as nonrecord materials.
Item d for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Certification and Worker Protection Branch

• Contact:
• Telephone:

Related Schedules:

EPAe203

Previous NARA Disposal Authority:

N1-412-95-2/1

Entry: 09/01/1992

EPA Approval: 01/08/2007

NARA Approval: 08/14/2007