

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER <i>N1-412-07-38</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED <i>11/11/07</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  Pesticides				
3. MINOR SUBDIVISION  Headquarters				
4. NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis		5. TELEPHONE  202-566-1643	DATE <i>11/14/07</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 2 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>1-8-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <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 GRS OR SUPERSEDED JOB CITATION	10.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)	

EPA 314 State Plans for Applicator Certification

N1-412-95-2/1

*Ad 8/29/07 Copies sent to Agency*

# 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.

- N1-412-07-38

## **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:**

EPA 203

**Previous NARA Disposal Authority:**

N1-412-95-2/1

**Entry:** 09/01/1992

**EPA Approval:** 01/08/2007

**NARA Approval:** 08/14/2007

DRAFT OF 10/16/98

U.S. EPA RECORDS SCHEDULE

1) SERIES TITLE: State Plans for Applicator Certification

PROGRAM: Pesticides

EPA SERIES NO: 314

AGENCY FILE CODE: PEST 314

NARA SCHEDULE NO. N1-412-95-2/1  
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

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.

ARRANGEMENT: Arranged alphabetically by State.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

No

MEDIUM:

Paper, microfilm, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Oversight

SPECIFIC LEGAL REQUIREMENTS:

Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sections 4 and 26

40 CFR 171.7

DRAFT

EPA SERIES NO. 314

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Official copy - microformed:  
Permanent

TRANSFER TO FRC PERMITTED:

Yes

b. Paper copy - microformed:  
Disposable

No

c. Office microform copy:  
Disposable

No

d. Electronic version created by the  
electronic mail and word processing  
applications: Disposable

No

DRAFT

FILE BREAK INSTRUCTIONS:

a-c. Break file when States submit new plans.

d. Break file when no longer needed.

DISPOSITION INSTRUCTIONS:

a. Microform records in 10 year blocks. Retire one silver gelatin copy and one diazo copy to the FRC along with finding aids and indexes. Transfer to the National Archives upon completion of microfilming in 10 year blocks.

b. Keep in office until conversion to microform and microform is verified for completeness, then destroy.

c. Keep in office until no longer needed, then destroy.

d. Delete when file copy is generated ~~or when no longer needed for reference or updating~~. Retention of this series is not to exceed the retention of the record copy covered under item a.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records series documents EPA's oversight responsibilities where States have been given authority to implement programs.

AGENCY-WIDE GUIDANCE: Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. If paper records are not converted to microfilm, apply disposition a to the paper records.

Copies of these records maintained in the Regions should be filed and maintained under EPA series 203A - State Oversight Files.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CREATING UNIT:

CONTACT POINT:

Name: Certification and Worker

Name:

EPA SERIES NO. 314

Protection Branch

Location:

Mail Code:

Inclusive Dates: 1976 - present

Telephone:

Volume on Hand (Feet): 2

Office: Certification and Training Branch

Annual Accumulation: 6 inches  
(feet or inches)

Room: 1109, CM2

DRAFT

CONTROL INFORMATION:

RELATED ITEMS: EPA 203A

PREVIOUSLY APPROVED BY  
NARA SCHEDULE NOS:

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Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		9/1/92	10/16/98

**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 314

**Status:** Development, 12/20/2006

**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). 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 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: Record copy

- Permanent
- Close inactive records when states submit new plans. Transfer nonelectronic copies to the National Archives 10 years after file closure. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. If record is microform, destroy paper after quality assurance is completed.

### Guidance:

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

Copies of these records maintained in the regions should be filed and maintained under EPA series 203 - State and Other Entity Relations and Oversight Files.

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

*superseded by  
4/29/08 version*



EPA's electronic recordkeeping system. The retention is unchanged.

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

Item a - Official copy - microformed was changed to Record copy.

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