

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-412-07-40</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1/11/07</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>3/7/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alan Weinstein</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 GRS OR SUPERSEDED JOB CITATION	10.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 324 Special Review Files

NC1-412-85-24/9

EPA Records Schedule 324

Status: Final, 02/29/2008

Title: Special Review Files

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.

- N1-412-07-40

Description:

Records were formerly called Rebuttal Presumption Against Registration (RPAR). File contains data used in review of a chemical suspected of meeting risk criteria in the following areas: acute and chronic toxicity, reproduction, reduction in wildlife, endangered species and non-target animals, and lack of emergency treatment. Files include correspondence, exposure/risk and benefit analyses, environmental fate profiles, Federal Register notices, technical literature, company submitted data, science reviews, evaluation and validation of rebuttals, Scientific Advisory Panel reports and United States Department of Agriculture reports, registration data, press releases, draft and final position documents with comments, concurrences, and associated bibliographies.

Disposition Instructions:

Item a(1): Record copy - Nonelectronic

- **Permanent**
- Close inactive records when final position document is published in the Federal Register, compiled into the administrative record, and sent to PMSD for PDMS archive.
- Transfer to the National Archives 20 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 final position document is published in the Federal Register, compiled into the administrative record, and sent to PMSD for PDMS archive.
- 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:

Records are indexed as part of the Pesticides Document Management System (PDMS), scheduled as EPA 335.

Records that are microformed are to be produced in accordance with standards in 36 CFR 1230.10 and 36 CFR 1230.20.

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 3, 6, 25
- 40 CFR Part 154

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 - Paper records changed to Record copy.
- Item b - Office microform copy deleted as nonrecords.
- Item c - Permanent microform copy deleted and combined with item a.

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, Special Review Branch

- **Contact:** Joe Bailey
- **Telephone:** 703-308-8501

Related Schedules:

EPA 335

Previous NARA Disposal Authority:

NC1-412-85-24/9

Entry: 03/21/1992

EPA Approval: 01/08/2007

NARA Approval: 08/07/2007

100-412-85-24

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

TITLE OF SCHEDULE	COVERAGE OF SCHEDULE	SCHEDULE NO.
PESTICIDE PROGRAM RECORDS	APPLICABLE HEADQUARTERS OFFICE	
ITEM NO.	RETENTION PERIOD AND DISPOSITION	
<p>8. Pesticide Regulations, Standards and Guidelines. Contains information relating to the development and installation of rules for effecting the environmental legislation passed by Congress. Records consist of drafts of proposed regulations and guidelines, internal comments, journal articles and other supporting literature, Federal Register proposed rules, response to proposals, Federal Register transcripts of rule, EPA press releases and newspaper clippings, etc., arranged alphabetically by title.</p>	<p>Retention: Permanent.</p> <p>Disposition: Break file upon the publication of rule in Federal Register. Keep in office for 1 year, then transfer to FRC. Keep in FRC for 20 years, then offer to the National Archives.</p>	
<p>9. NAR (Rebuttal Presumption Against Registration) Files. Also called Special Reviews File contains data used in review of a chemical suspected of meeting risk criteria in the following areas: acute and chronic toxicity, reproduction, reduction in wildlife, endangered species and non-target animals and lack of emergency treatment. Files include correspondence, exposure/risk and benefit analyses, environmental fate profiles, FR notices, technical literature, company submitted data, science reviews, evaluation and validation of rebuttals, SAP and USDA reports, registration data, press releases, draft and final position documents with comments, concurrences, and associated bibliographies. Confidential materials in the file are archived separately and restricted from public use. Documents retained on microform will be produced in accordance with 36 CFR 1230.10 and used in accordance with 36 CFR 1230.20.</p>	<p>Retention: As below.</p> <p>Disposition: When final position document is published in Federal Register break file and separate into administrative and technical documents and send file to PMSD for PMS archive. (Item no. 32).</p> <p>a. Paper Records. Retain until conversion to microform is verified for completeness, then destroy.</p> <p>b. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.</p> <p>c. Permanent Microform Copy. Offer to NARS when 20 years old a silver halide microform plus one duplicate. Transfer certified microfilm in cubic blocks to NARC for storage pending offer to NARS.</p>	
<p>10. Environmental Impact Statement and Review File. Covers activities related to environmental impact statement needs, requirements, development, and appraisals. Records consist of environmental impact statements, appraisals, negative declarations, comments and program papers relating to impact of Federal activities on environment, preparation and review summaries.</p>	<p>Retention: Retain 5 years.</p> <p>Disposition: Break file upon the completion of review. Keep in office for 1 year, then transfer to the FRC. Destroy when 5 years old.</p>	

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

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Disposition Instructions:

Item a: Record copy

- **Permanent**
- Close inactive records when final position document is published in the Federal Register, compiled into the administrative record, and sent to PMSD for PDMS archive.
- Transfer nonelectronic records to the National Archives 20 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.

Guidance:

Records are indexed as part of the Pesticides Document Management System (PDMS), scheduled as EPA 335.

*superseded by
2/29/08 version*

Records that are microformed are to be produced in accordance with standards in 36 CFR 1230.10 and 36 CFR 1230.20.

Specific legal citations include:

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