

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-412-07-41</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED <i>1-11-2007</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 Pesticides				
3. MINOR SUBDIVISION Headquarters				
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis		5. TELEPHONE 202-566-1643	DATE <i>1/7/07</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 GRS OR SUPERSEDED JOB CITATION	10.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 326 Reregistration Eligibility Decision (RED) Case File

NC1-412-85-24/11

24 8/15/07 copies sent to Agency, NWMD, NWME, NWML, NR

EPA Records Schedule 326

Status: Final, 02/29/2008

Title: Reregistration Eligibility Decision (RED) Case File

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.

- N1-412-07-41

Description:

Formerly called Registration and Reregistration Standards. Records contain information relating to the development of a reregistration eligibility decision. Records consist of correspondence, fact sheets, Federal Register notices, briefing materials, science reviews, RED drafts with comments and concurrences, and final RED and pertinent accompanying documents.

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

Disposition Instructions:

Item a(1): Record copy - Nonelectronic

- **Permanent**
- Close inactive records when RED is final, 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 RED is final, 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 that are microfilmed are to be produced in accordance with 36 CFR 1230.10 and 36 CFR 1230.20.

See SOP for compiling RED Administrative Records in SRRD.

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 4

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 itema (3).

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

- Item a - Paper records revised as the 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, Office of Pesticide Programs, Special Review and Reregistration Division

- **Contact:** Carol Stangel
- **Telephone:** 703-308-8007

Related Schedules:

EPA 335

Previous NARA Disposal Authority:

NC1-412-85-24/11

Entry: 08/21/1992

EPA Approval: 01/08/2007

NARA Approval: 08/07/2007

NCI-412-85-24

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

TITLE OF SCHEDULE PESTICIDE PROGRAM RECORDS	COVERAGE OF SCHEDULE APPLICABLE HEADQUARTERS OFFICE	SCHEDULE NO.
NAME AND DESCRIPTION OF RECORDS	RETENTION PERIOD AND DISPOSITION	
<p>11. Registration Standard Case File. Contains information relating to the development of a registration standard. Records consist of correspondence, fact sheets, FR notices briefing materials, technical data, science reviews, disciplinary and topical summaries, registration drafts with comments and concurrences, and final registration standard. 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 style="text-align: center;">EPR 324</p>	<p>Retention: As below.</p> <p>Disposition: Break file when registration standard is completed and separate into administrative and technical documents and send files to PMSD for PMS archive (Item No. 32).</p> <p>a. Paper Records. Retain until conversion to microform has been completed, and microform is verified for completeness in PMSD, 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 to NRC for storage pending offer to NARS.</p> <p>Retention: Retain 6 years.</p> <p>Disposition: Break file upon completion of contract or agreement. Keep in office for 2 years, then transfer to the FRC. Destroy when 6 years old.</p> <p>Retention: Retain 12 years.</p> <p>Disposition: Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Destroy when 12 years old.</p> <p>Retention: Retain 5 years.</p> <p>Disposition: Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>	
<p>12. Contracts, Grants, and Agreement file. Documentation relating to the formulation, solicitation, award, and management of contracts for scientific or technical studies, including community studies and other pesticide relating studies. Records consist of copies of contracts or agreements, contracts or proposals, requests for proposals, reports and payments made to contractor, contractor staff resumes, progress reports, and all other related documents.</p>		
<p>13. Controlled and Major Correspondence of the Director, Office of Pesticide Programs. Includes copies of controlled and major correspondence signed by the Director or approved by him for the signature of other Agency Officials. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies.</p>		
<p>14. General Correspondence of the Director, Office Pesticide Programs. Includes copies of uncontrolled (routing) correspondence. Records consist of incoming letters and enclosures.</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.

EPA Records Schedule 326

Status: Draft, 03/30/2007

Title: Reregistration Eligibility Decision (RED) Case File

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.

- N1-412-07-41

Description:

Formerly called Registration and Reregistration Standards. Records contain information relating to the development of a reregistration eligibility decision. Records consist of correspondence, fact sheets, Federal Register notices, briefing materials, science reviews, RED drafts with comments and concurrences, and final RED and pertinent accompanying documents.

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

Disposition Instructions:

Item a: Record copy

- **Permanent**
- Close inactive records when RED is final, 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 that are microfilmed are to be produced in accordance with 36 CFR 1230.10 and 36 CFR 1230.20.

*superseded by
8/29/08 revision*

See SOP for compiling RED Administrative Records in SRRD.

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 4

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

Item a - Paper records was revised as the record copy.

Item b - Office microform copy was deleted as nonrecords.

Item c - Permanent microform copy was 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, Office of Pesticide Programs, Special Review and Reregistration Division

- **Contact:** Carol Stangel
- **Telephone:** 703-308-8007

Related Schedules:

EPA 335

Previous NARA Disposal Authority:

NC1-412-85-24/11

Entry: 08/21/1992

EPA Approval: Pending

NARA Approval: Pending