

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-07-42</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>8/7/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Winstan</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 GRS OR SUPERSEDED JOB CITATION	10.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)

**335**  
EPA ~~225~~ Pesticide Document Management System  
(PDMS): Registrant Registered Studies

N1-412-98-3

*SA 8/15/07 Copies sent to Agcy, NWMD, NUNME, NUNMW, NE*

# EPA Records Schedule 335

**Status:** Final, 02/29/2008

**Title:** Pesticide Document Management System (PDMS): Registrant Registered Studies

**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.

- N1-412-07-42

## **Description:**

Records consist of published and unpublished technical documents submitted to EPA by registrants, experimenters, or other government agencies in support of, but not limited to, registration actions, petitions for tolerances, 24C's, section 18's, registration standards/special reviews, and data call-ins. The records pertain to pesticide chemistry, use, efficacy, residues, toxicology, exposure, and risks assessments, and support registration actions.

## **Disposition Instructions:**

### **Item a(1): Record copy - Nonelectronic**

- **Permanent**
- Close inactive records at end of calendar year.
- Transfer to the National Archives 10 years after file closure. If records are microform, destroy paper after quality assurance is completed.

### **Item a(2): Record copy - Electronic**

- **Permanent**

- Close inactive records at end of calendar year.
- 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 copy is successfully transferred to the National Archives.

**Guidance:**

Records that are microfilmed must meet standards in 36 CFR 1230.10 and 1230.20.

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, Sec. 3(2)
- 40 CFR Part 152

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

- Item a(1) - Paper records dated prior to June 1996 renumbered as item a - Record copy.
- Item a(2) - Paper records dated June 1996 to present deleted and combined with item a.
- Item b(1) - Microform copies dated 1963 to 1996 deleted and combined with item a.
- Item b(2) - Office microform copy dated 1963 to 1996 deleted as nonrecords.

Item c 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, Information Resources and Services Division, Information Services Branch

- **Contact:** John Jamula
- **Telephone:** 703-305-6426

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-76-9/2 and 17, NC1-412-80-1/2 and 17, NC1-412-85-24/24 and 32, N1-412-98-3

**Entry:** 09/01/1992

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

**NARA Approval:** 08/07/2007

EPA SERIES NO. 335

U.S. EPA RECORDS SCHEDULE

**SERIES TITLE:** Pesticide Document Management System (PDMS): Registrant Registered Studies

**PROGRAM:** Pesticides

**EPA SERIES NO:** 335

**AGENCY FILE CODE:** PEST 335

**NARA DISPOSAL AUTHORITY:** N1-412-98-3  
(Use this number to retire records to the FRC)

**APPLICABILITY:** Headquarters

**IDENTIFYING INFORMATION:**

**DESCRIPTION:** Records consist of published and unpublished technical documents submitted to EPA by registrants, experimenters, or other government agencies in support of, but not limited to, registration actions, petitions for tolerances, 24C's, section 18's, registration standards/special reviews, and data call-ins. The records pertain to pesticide chemistry, use, efficacy, residues, toxicology, exposure, and risks assessments, and support registration actions. (This series previously scheduled as Technical Data Files for permanent retention under NCI-412-95-24/24.)

**ARRANGEMENT:** Arranged by master record identification number (MIRD).

**TYPE OF RECORDS:**  
Case files

**SPECIFIC RESTRICTIONS:**  
Confidential Business Information

**MEDIUM:**  
Paper, microfilm, electronic

**VITAL RECORD:**  
Yes

**FUNCTIONS SUPPORTED:**  
Program operations

**SPECIFIC LEGAL REQUIREMENTS:**  
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 3(2)  
40 CFR 152

EPA SERIES NO. 335

DISPOSITION INFORMATION:

**FINAL DISPOSITION:**

**TRANSFER TO FRC PERMITTED:**

a(1). Paper records dated prior to June 1996: Disposable	No
a(2). Paper records dated June 1996 to present: Permanent	Yes
b(1). Microform copies dated 1963 to 1996: Permanent	Yes
b(2). Office microform copy dated 1963 to 1996: Disposable	No
c. Electronic versions created with office automation applications: Disposable	No

**FILE BREAK INSTRUCTIONS:** See disposition instructions.

**DISPOSITION INSTRUCTIONS:**

a(1). Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy.

a(2). Break file at end of calendar year and retire to FRC. Transfer to the National Archives when 10 years old.

b(1). Break file at end of calendar year. Retire one silver halide and one diazo copy to the FRC along with finding aids and indexes. Transfer to the National Archives when 10 years old. If microfilm does not meet requirements of 36 CFR 1230.10 and 36 CFR 1230.20, retire paper to FRC in place of microfilm when 10 years old. Destroy microfilm when no longer needed.

b(2). Destroy when no longer needed.

c. Delete when record copy is generated.

APPLICATION GUIDANCE:

**REASONS FOR DISPOSITION:** Disposition previously approved by the National Archives. Series has been modified to include multimedia formats.

**AGENCY-WIDE GUIDANCE:** Records information is entered into the Pesticide Document Management System (PDMS), EPA 343.

Records that are microfilmed, must be produced in accordance with standards in CFR 1230.10 and 36 CFR 1230.20.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

EPA SERIES NO. 335

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: ISB/PMSD

Location: CM2, Rm 234

Inclusive Dates: Pre-date EPA to present

Volume on Hand (Feet): 25 ft.

Annual Accumulation: 100 ft.  
(feet or inches)

CONTACT POINT:

Name: John Jamula

Mail Code: 7502C

Telephone: 703-305-6426

Office: IRSD/ISB

Room: CM2, 210

CONTROL INFORMATION:

RELATED ITEMS: EPA 343

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/2 and 17, NC1-412-80-1/2 and 17, NC1-412-85-24/24

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Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
8/27/98	5/25/99	9/1/92	8/24/99

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 335

**Status:** Draft, 03/30/2007

**Title:** Pesticide Document Management System (PDMS): Registrant Registered Studies

**Program:** Pesticides

**Applicability:** Headquarters

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

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## Disposition Instructions:

### Item a: Record copy

- **Permanent**
- Close inactive records at end of calendar year.
- Transfer nonelectronic records to the National Archives 10 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 10 years after file closure. If records are microform, destroy paper after quality assurance is completed.

## Guidance:

Records that are microfilmed must meet standards in 36 CFR 1230.10 and 1230.20.

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

*superseded by  
2/29/08 revision*



Specific legal citations include:

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- 40 CFR Part 152

**Reasons for Disposition:**

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**Entry:** 09/01/1992

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

**NARA Approval:** Pending