

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-412-07-43	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 1-11-2007	
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 8/7/07	ARCHIVIST OF THE UNITED STATES <i>Alma 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 1-8-07	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 GRS OR SUPERSEDED JOB CITATION	10.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 339 Test Method Evaluation Records

N1-412-04-13

SA 8/15/07 copies sent to Agency, NWRMD, NWRME, NWRW, NR

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 339

Status: Development, 02/08/2007

Title: Test Method Evaluation Records

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:

Includes records related to review, evaluation, modification and validation of test methods used for the analysis of environmental samples, food, feed and pesticide products. Records consist of methods and results.

Disposition Instructions:

Item a: Methods reports, methods and essential laboratory raw data

Includes raw data such as chromatograms and original test method data submitted by companies.

- **Disposable**
- Close inactive records at end of fiscal year.
- Destroy 25 years after file closure.

Item b: Non-essential supporting documentation

Includes extra copies of submissions, non-reportable data, etc.

- **Disposable**
- Close inactive records at end of fiscal year.
- Destroy 5 years after file closure.

Guidance:

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.

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, Analytical Chemistry Laboratory

- **Contact:** Theresa Cole
- **Telephone:** 410-305-2907

Office of Prevention, Pesticides, and Toxic Substances

- **Contact:** Gerry Pierce
- **Telephone:** 228-688-3217

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-76-9/28, NC1-412-85-24/28, N1-412-04-13

Entry: 09/03/1992

EPA Approval: Pending

NARA Approval: Pending

Arrangement: Arranged sequentially by project number.

Type of Records: Case files

Format: Electronic, Paper

Functions Supported: Pesticides Program

Specific Restrictions:

- None

Specific Legal Requirements:

Reasons for Disposition:

This schedule item replaces NC1-412-85-24/28. Previous retention was 20 years for all records in this series. Retention for subitem a, methods reports, methods and essential laboratory raw data has been increased to 25 years to meet current program office needs. Retention for subitem b, supporting non-essential documentation, has been decreased to 5 years based on the expected period of time the non-essential information is useful to the program. Subitem c, for electronic copies has been added.

Agency-wide Guidance:

Program Office Guidance:

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Analytical Chemistry Laboratory

- **Contact:** Theresa Cole
- **Mail Code:** 7503W
- **Telephone:** 410-305-2907
- **Location:** Environmental Service Center, Fort Meade, MD
- **Inclusive Dates:** 1974 - present
- **Volume on Hand:**
- **Annual Accumulation:**

Office of Prevention, Pesticides, and Toxic Substances

- **Contact:** Gerry Pierce
- **Mail Code:** 7503ECB
- **Telephone:** 228-688-3217
- **Location:** Environmental Chemistry Laboratory, Stennis Space Center, MS
- **Inclusive Dates:** 1974 - present
- **Volume on Hand:**

- **Annual Accumulation:**

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-76-9/28, NC1-412-85-24/28

EPA Approval Date: Pending

NARA Approval Date: Pending

Entry Date: 09/03/1992

Last Modified Date: 12/17/2003

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Last updated on Friday, July 2nd, 2004

URL: <http://intranet.epa.gov/records/schedule/devel/339.htm>