

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>NI-412-07-46</b>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>1-11-2007</b>	
1. FROM (Agency or establishment) <b>U.S. Environmental Protection Agency</b>		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 <b>Pesticides</b>			
3. MINOR SUBDIVISION <b>Headquarters</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>John B. Ellis</b>	5. TELEPHONE <b>202-566-1643</b>	DATE <b>1/2/07</b>	ARCHIVIST OF THE UNITED STATES <i>Alma G. ...</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,  is not required; is attached; or has been requested.			
DATE <b>1-8-07</b>	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 GRS OR SUPERSEDED JOB CITATION	10.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 361 Scientific Data Reviews

NC1-412-85-24/54

# EPA Records Schedule 361

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

**Title:** Scientific Data Reviews

**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.

- N1-412-07-46

## **Description:**

Records consist of reviews of scientific data to determine the potential hazards of pesticide chemicals. Data may pertain to toxicology, residue chemistry, ecological effects, exposure assessment, etc.

## **Disposition Instructions:**

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

- **Permanent**
- Close inactive records upon completion of review.
- 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 upon completion of review.

- 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:**

Toxicology reviews are available from OPP Information Services Center, Document Services Area.

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

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

**Reasons for Disposition:**

The disposition instructions have been rewritten 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 copies 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, Health Effects Division

- **Contact:** Darlene Brennan
- **Telephone:** 703-305-7353

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-85-24/54

**Entry:** 10/08/1992

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

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

NSC 1-412-85-24

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE	APPLICABLE HEADQUARTERS OFFICE	SCHED. NO.
PESTICIDE PROGRAM RECORDS				
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION		
52.	Program Management File. Consists of records related to the management and administrative support of each unit of the Office of Pesticide Program. Records consist of program planning and implementation, personnel needs, work assignments, budgetary materials, and other program management activities.	Retention: Retain 5 years. Disposition: Break files at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.		
53.	Speeches by Office Director or Staff. Speeches prepared for delivery at civic functions and professional conference and meetings.	Retention: a. Record Copy. Permanent. b. Information Copy. Retain 1 year. Disposition:		
54.	Scientific Data Reviews. Reviews of scientific data to determine the potential hazards of pesticide chemicals. Data may pertain to toxicology, residue chemistry, ecological effects, exposure assessment, etc. These documents may contain confidential information. <i>Sponsored</i>	Retention: a. Paper Records. Retain until conversion to microform has been completed. b. Microform. Permanent. Disposition: Paper Records. Keep in office until successful conversion to microform is confirmed; then destroy. Note: Retain permanently all documents for which high quality microform cannot be produced. Offer these documents with permanent microform copy (Item c, below) to NARA when 20 years old.		

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Sponsored

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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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- N1-412-07-46

## Description:

Records consist of reviews of scientific data to determine the potential hazards of pesticide chemicals. Data may pertain to toxicology, residue chemistry, ecological effects, exposure assessment, etc.

## Disposition Instructions:

### Item a: Record copy

- **Permanent**
- Close inactive records upon completion of review.
- 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:

Toxicology reviews are available from OPP Information Services Center, Document Services Area.

Microform copies are to be produced in accordance with the 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  
4/29/08 version*

**Reasons for Disposition:**

The disposition instructions have been rewritten to allow for maintaining the record copy in EPA's electronic record keeping system. The retention is unchanged.

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

Item a - Paper records was changed to Record copy.

Item b - Office microform copies was deleted as nonrecords.

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**Related Schedules:****Previous NARA Disposal Authority:**

NC1-412-85-24/54

**Entry:** 10/08/1992

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

**NARA Approval:** Pending