

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-07-047

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by DAA-0412-2013-0021.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER Ni-412-07-97	
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 8/2/07	ARCHIVIST OF THE UNITED STATES <i>Alan W. [Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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 363 Pesticide Product Label System (PPLS)

N1-412-95-2/16

At 8/15/07 copies sent to Agency, NWMD, NARME, NARMA, 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 363

Status: Development, 12/20/2006

Title: Pesticide Product Label System (PPLS)

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:

Records consist of a collection of registered pesticide product labels submitted by pesticide registrants and accepted by EPA since 1971. The records are used for reference by EPA staff in processing pesticide registration applications. The file contains a cumulative index, which is updated quarterly. The official copy of a product label is maintained in the registration jacket covered under EPA series 315. (Microfilmed records formerly called Compact Label File.)

Disposition Instructions:

Item a: Record copy prior to 1996

- Disposable
- Close inactive records at end of fiscal year. Destroy when 25 years old. If records are microformed or imaged, destroy paper after quality assurance is completed.

Item b: Record copy after 1996

- Disposable
- Close inactive records at end of fiscal year. Keep most recent data set in office and update every 3 months. Destroy when no longer needed. If records are microformed or imaged, destroy paper after quality assurance is completed.

Guidance:

The official copy of a product label is maintained in the registration jacket covered under EPA 315.

Pesticides Registration Documents are scheduled as EPA 315 and Label Use Information System (LUIS) as EPA 366.

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

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 - Microform dated prior to 1996 was changed to Record copy prior to 1996.

Item b - Paper copies (microformed or imaged) was deleted and combined with item a.

Item c - CD-ROM copies dated after 1996 was changed to Record copy after 1996.

Item d for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 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:** Yvonne Brown
- **Telephone:** 703-305-6473

Related Schedules:

EPA 315, EPA 366

Previous NARA Disposal Authority:

NC1-412-76-9/19, NC1-412-85-24/18 and 56, N1-412-88-2, N1-412-95-2/16

Entry: 10/08/1992

EPA Approval: Pending

NARA Approval: Pending