



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 208

**Status:** Development, 07/31/2007

**Title:** Criminal Investigation Records

**Program:** Enforcement and Compliance Assurance

**Applicability:** Agency-wide

**Function:** 115-045-01 - Investigation and Surveillance of Environmental Criminals

**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 criminal investigation files compiled by Criminal Investigation units Agency-wide. Case files consist of items such as a completed criminal investigation package, search warrants, interview reports, investigation reports, lab analyses, indictments, plea agreements, business records, affidavits, and related records.

Excludes: Superfund site-specific and oil spill site-specific records covered by EPA 025 and EPA 480, respectively.

### **Disposition Instructions:**

**Item a:** Closed cases - No referral for criminal prosecution

Includes cases that are investigated but not referred to the Department of Justice (DOJ) because no targets were identified or allegations were unfounded.

- **Disposable**
- Close inactive records upon completion of investigation or prosecution.
- Destroy 5 years after case is closed.

**Item b:** Closed cases - Prosecution declined

Includes cases for which targets were identified, but DOJ declined to prosecute.

- **Disposable**
- Close inactive records upon completion of investigation or prosecution.
- Destroy 10 years after file closure.

**Item c: Closed cases - Judicial action**

Includes cases prosecuted by DOJ.

- **Disposable**
- Close inactive records upon completion of investigation or prosecution.
- Destroy 15 years after file closure.

**Guidance:**

Criminal enforcement counsel records are scheduled as EPA 683. See EPA 684 for the Criminal Docket System. Other enforcement action files that are not Superfund or oil spill site-specific are scheduled as EPA 207.

Program should destroy duplicate materials before retiring to the Federal Records Center (FRC). Records are to be retired to the FRC in the Region in which the investigating unit is located.

Specific legal citations include:

- Law Enforcement Authority, April 28, 1989, Federal Register, Wed., May 10, 1989
- 28 CFR Part 60.3(a)

**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 has not changed.

Item d for electronic copies created with word processing and electronic mail applications was deleted 08/17/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Enforcement and Compliance Assurance, Criminal Investigation Division

- **Contact:** Becky Barnes
- **Telephone:** 202-564-2490

**Related Schedules:**

EPA 025, EPA 207, EPA 480, EPA 683, EPA 684

**Previous NARA Disposal Authority:**

N1-412-99-24/1

**Entry:** 04/16/1992

**EPA Approval:** Pending

**NARA Approval:** Pending

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## **EPA Records Schedule 322**

**Status:** Development, 07/31/2007

**Title:** Good Laboratory Practice (GLP) and Audit Report File

**Program:** Compliance Monitoring

**Applicability:** Headquarters

**Function:** 301-092 - Program Evaluation

**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:**

Pertains to audits of laboratories involved in performing studies for registrants prior to product registration. Records contain inspector's worksheets, correspondence, support documents to justify claims made in the field, and follow-up actions required.

### **Disposition Instructions:**

**Item a:** Record copy

- **Disposable**
- Close inactive records upon completion of laboratory audit.
- Destroy 25 years after file closure.

### **Guidance:**

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. 3-6, 8, 18, 24(c), 25(a)
- 40 CFR Part 160

**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 has not changed.

Item b for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Enforcement and Compliance Assurance, Laboratory Data Integrity Branch

- **Contact:** Doris Dyson
- **Telephone:** 202-564-4129

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

NC1-412-85-24/7

**Entry:** 08/20/1992

**EPA Approval:** Pending

**NARA Approval:** Pending

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## **EPA Records Schedule 347**

**Status:** Development, 07/31/2007

**Title:** Printouts of Pesticide Production and Distribution Data Reported Under FIFRA

**Program:** Compliance Monitoring

**Applicability:** Headquarters

**Function:** 108-025-08 - Compliance and Enforcement

**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 are computer printouts with information on pesticide establishments bearing an EPA number and data reported to EPA on quantities produced and distributed for each pesticide.

**Disposition Instructions:**

**Item a:** Record copy

- Disposable
- Close inactive records at end of year.
- Destroy 20 years after file closure.

**Guidance:**

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

**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 has not changed.

**Custodians:**

Multiple units

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-85-24/37

**Entry:** 09/04/1992

**EPA Approval:** Pending

**NARA Approval:** Pending