

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO NI-412-88-2

TO **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
10/5/88

1 FROM (Agency or establishment)
Environmental Protection Agency

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Office of Pesticides

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

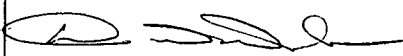
5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Harold Webster
Thomas Tasker

382-5912
382-5911

10/4/88 

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

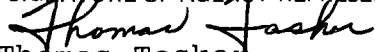
A GAO concurrence is attached, or is unnecessary

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

5-20-88


Thomas Tasker

Agency Records Management Officer

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

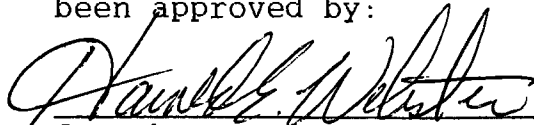
56

Pesticides Records Control Schedule is being revised by adding a additional item to the schedule titled; Compact Label File (CLP).

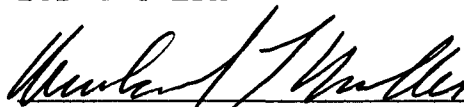
NCI-412-85-24

Attached is a copy of the revised Item (#56) added to the Pesticides Records Control Schedule.

All changes to this proposed schedule have been approved by:


for the EPA

9/30/88
Date


for NARA

10/5/88
Date

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER
N1-412-88-2

ITEM COUNT
3

SUMMARY

The Environmental Protection Agency (EPA) has requested disposition authority for its Compact Label File (CLF). The file is nothing more than a microform copy of the labels that appear on all pesticide containers. A copy of the label is kept in the pesticide registration folder which is disposable after 15 years. That copy of the label is the official record. The CLF is a reference copy maintained by the Office of Pesticides primarily for long-term reference use. The CLF replaces a paper file of duplicate labels which were disposable one year after the pesticide was removed from the market.

Selected information from pesticide labels is also entered into the Pesticide Product Information System, which has been appraised as permanent in electronic form (NC1-412-85-24, Item 39) so the major information from the label will be retained in any case.

EPA had originally proposed the CLF for permanent retention. I recommended that the file be approved for destruction, following a lengthy retention to allow for the emergence of any long-term effects of the pesticide. The Office of Pesticides felt that 65 years was sufficient, and the SF 115 has been amended to authorize the destruction of the fiche after 65 years. I recommend approval.

RECOMMENDATION

1. APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government
2. APPROVED FOR PERMANENT RETENTION The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified
3. DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition
4. WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

FEDERAL REGISTER NOTICE

Not Required Required -- Publication Date 10/04/88
 Copies Requested 0
 Comments Received 0

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Michael J. Hughes</i>	11/28/88
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	11/29/88
CONCURRENCES	Director, NNT	<i>Donald N. Phillips</i>	11/27/88