

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Harold Webster Thomas Tasker	5 TELEPHONE EXT 382-5912 382-5911		
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 5-20-88	C SIGNATURE OF AGENCY REPRESENTATIVE Thomas Tasker	D TITLE Agency Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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). 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	NCI-412-85-24	

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED NO

TITLE OF SCHEDULE

PESTICIDE PROGRAM RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

55. ~~Public Dockets on Pesticides Under Evaluation in the Special Review or Registration Standard Program. Copies of minutes of meetings and of communications to and from the Agency about the evaluations.~~

~~b. Office Microform Copies. Keep working copy in office until no longer needed, then destroy.~~

~~c. Permanent Microform Copy. Offer to NARA when 20 years old a silver halide microform plus one duplicate. Transfer certified microfilm in cubic foot blocks to FRC for storage pending offer to NARA.~~

~~Retention: Retain 15 years.~~

~~Disposition: Break file upon completion of each Special Review or Registration Standard. Keep in office 2 years, then transfer to FRC. Destroy when 15 years old.~~

56. Compact Label File (CLF). A microfiche collection of pesticide product labels. Source documents are contained within registration jackets and are subject to disposition as per Item 1 of this schedule. File includes a cumulative COMFICHE index which is updated quarterly and is distributed with the fiche. Documents retained on microform will be produced and used in accordance with 36 CFR 1230.20.

Retention:

- a. Paper Records. Retain until conversion to microform has been completed.
- b. Record copy of microfiche Retain for 65 years then destroy
- c. Office Microform Copy. (See below).

Disposition:

- a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy.
- b. Transfer to the WNRC annually Retain in WNRC for 65 years and then destroy EPA will identify any individual fiche that need to be retained for additional time prior to destruction
- c. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.

*Change to Item 56b
from original
submission*

RECORDS MANAGEMENT MANUAL