

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-412-92-3	DATE RECEIVED 9-10-92
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office for Prevention, Pesticides & Toxic Sub.		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Pesticides Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Michael L. Miller	5. TELEPHONE 260-5911	DATE 5-1-95	ARCHIVIST OF THE UNITED STATES <i>Gudy Hiskens Peterson</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 3 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 9/2/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael L. Miller</i> Michael L. Miller	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages. Schedule consists of one series of records concerning chemical disposal. <i>Agency records officer concurs with recommended change 2/2/95.</i> <i>Copies sent to agency, NNT, NCF 5/5/95</i>		

DRAFT OF 9/2/92

U.S. EPA RECORDS CONTROL SCHEDULE

SERIES TITLE: Chemical Disposal Files

PROGRAM: Headquarters/Pesticides

EPA SERIES NO: 151H

NARA SCHEDULE NO. Pending
(Use this number to retire records to the FRC)

APPLICABILITY: Can be applied by Headquarters Pesticides program

IDENTIFYING INFORMATION:

DESCRIPTION: Records pertaining to the disposal of emergency suspended and cancelled pesticides. Contains policy and briefing papers, meeting agenda and records, holder applications and approvals, guidance packages, waste manifests, disposal budgets, disposal methodologies, eligible product formulas and characteristics, disposal contract reports, and Office of Compliance Monitoring records. Contain trade secrets and are restricted from public view.

ARRANGEMENT: Arranged by subject

TYPE OF RECORDS:
Case files
Program files

RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper, photographs

VITAL RECORDS:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 6
40 CFR 152

EPA SERIES NO. 151A

See attached revision

DISPOSITION INFORMATION:

FINAL DISPOSITION:

Disposable

TRANSFER TO FRC PERMITTED:

Yes

FILE BREAK INSTRUCTIONS: Break file when disposal of chemical is completed.

DISPOSITION INSTRUCTIONS: Transfer to FRC. Destroy 7 years after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Retention period coincides with related records series of claim forms and adequately covers legal needs.

AGENCYWIDE GUIDANCE:

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CREATING UNIT:

Name: Regional Operations Branch

Location: CM2

Inclusive Dates:

Volume on Hand (Feet): 6 cu. ft.

Annual Accumulation: 14 cu. ft.
(feet or inches)

CONTACT POINT:

Name: Kris Pappajohn

Mail Code: H7502C

Telephone: 703-305-5316

Office:

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 315H

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		9/2/92	

Disposition Information:

1A. Program records that include contractor or agency final reports, policy and briefing papers, fact sheets, executive summaries and action plans, disposal methodologies, product formulas and characteristics records.

Disposition: Permanent. Break file when disposal of chemical is completed. Transfer to FRC. Transfer to NARA 7 years after file break.

1B. All other records such as correspondence, transportation records, guidance packages, contractor weekly or monthly status reports, budget records, quality assurance and inspection records.

Disposition: Break file when disposal of chemical is completed. Transfer to FRC. Destroy 7 years after file break.