

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-412-95-2	DATE RECEIVED 5-9-95
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION (OPPTS) Office of Prevention, Pesticides and Toxic Substances		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Pesticide Programs			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Kris Pappajohn	(703) 305-5316	2-11-99	<i>John W. Cal</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 <u>37</u> 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
4/28/95	<i>Manfred Muller</i>	Agency Records Officer Information Management Services Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached Records Control Schedules for the Office of Pesticides Programs, OPPTS		

FEB 23 1999 MHR copy to: Agency, NWMW, NWCT
NWMD, NWME, NR

DRAFT OF 10/16/98 ,

U.S. EPA RECORDS SCHEDULE

1) **SERIES TITLE:** State Plans for Applicator Certification

PROGRAM: Pesticides

EPA SERIES NO: 314

AGENCY FILE CODE: PEST 314

NARA SCHEDULE NO. N1-412-95-2/1
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Contains plans for certification of applicators of restricted use pesticides submitted by States, U.S. territories, Indian tribes and other Federal agencies. Files also include Federal Register notices, training manuals, and reference materials.

ARRANGEMENT: Arranged alphabetically by State.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

No

MEDIUM:

Paper, microfilm, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Oversight

SPECIFIC LEGAL REQUIREMENTS:

Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sections 4 and 26

40 CFR 171.7

EPA SERIES NO. 314

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Official copy - microformed:
Permanent

b. Paper copy - microformed:
Disposable

c. Office microform copy:
Disposable

d. Electronic version created by the
electronic mail and word processing
applications: Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

No

No

DRAFT

FILE BREAK INSTRUCTIONS:

a-c. Break file when States submit new plans.

d. Break file when no longer needed.

DISPOSITION INSTRUCTIONS:

a. Microform records in 10 year blocks. Retire one silver gelatin copy and one diazo copy to the FRC along with finding aids and indexes. Transfer to the National Archives upon completion of microfilming in 10 year blocks.

b. Keep in office until conversion to microform and microform is verified for completeness, then destroy.

c. Keep in office until no longer needed, then destroy.

d. Delete when file copy is generated ~~or when no longer needed for reference or updating~~. Retention of this series is not to exceed the retention of the record copy covered under item a.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records series documents EPA's oversight responsibilities where States have been given authority to implement programs.

AGENCY-WIDE GUIDANCE: Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. If paper records are not converted to microfilm, apply disposition a to the paper records.

Copies of these records maintained in the Regions should be filed and maintained under EPA series 203A - State Oversight Files.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CREATING UNIT:

Name: Certification and Worker

CONTACT POINT:

Name:

EPA SERIES NO. 314

Protection Branch

Location:

Mail Code:

Inclusive Dates: 1976 - present

Telephone:

Volume on Hand (Feet): 2

Office: Certification and Training Branch

Annual Accumulation: 6 inches
(feet or inches)

Room: 1109, CM2

DRAFT

CONTROL INFORMATION:

RELATED ITEMS: EPA 203A

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		9/1/92	10/16/98

DRAFT OF 10/16/98

U.S. EPA RECORDS SCHEDULE

2) SERIES TITLE: Pesticides Registration Documents

PROGRAM: Pesticides

EPA SERIES NO: 315

AGENCY FILE CODE: PEST 315

NARA SCHEDULE NO. N1-412-95-2/2
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records support the pesticide product registration process. Files contain trade secrets and are restricted from public use. There are five types of records:

- a. Registration Jackets - Records support pesticide product registration and may include the application for new registration of a pesticide, confidential statement of formula, enforcement action, product label, label change recommendations, chemical reviews, reports and materials supporting label citations, enforcement case reviews, cancellation notices, certified mail receipts, products, formulas, and related registration records.
- b. Experimental Use Product Jackets (EUPs) - Records support the request for an application to ship a product for experimental use. Contains application for experimental use, product label, application data, EPA briefing paper (covering formulation, crop and rate of application, product characteristics, toxicity evaluation and recommendations), and acceptance or rejection letter.
- c. Pesticide Tolerance Petition Jackets - Records include correspondence between EPA and pesticide manufacturers regarding petitions for tolerance, and may include product labels and updates, applications for temporary permits, chemical analysis reports, rejection notices, pesticide petition resumes, Federal Register notices, interoffice memos, and other related documents. Includes inert ingredient tolerance/tolerance exemption petitions. Records are divided into the following subseries:
 - (1) Established Tolerances
 - (2) Established Limited or Temporary Tolerances
 - (3) Inactive Tolerances
- d. 24c Application by State - Records support State registration of a pesticide to meet a specific local need. For each registration, records include applicant's name and address, product name, issue date, expiration date, toxicity, pesticide form, pesticide type(s), chemical active ingredients, and percent concentration of each ingredient, and sites and

EPA SERIES 315

pests.

e. Electronic versions of EPA records created by the electronic mail and word processing applications.

ARRANGEMENT: Arranged numerically by registration number.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information

MEDIUM:

Paper, electronic

VITAL RECORD:

Yes

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FUNCTIONS SUPPORTED:

Product registration

SPECIFIC LEGAL REQUIREMENTS:

Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sections 3, 5, 24c

Federal Food, Drug and Cosmetic Act, Sections 406, 408

40 CFR 152, 162, 172, 180.7

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a and b. Disposable

TRANSFER TO FRC PERMITTED:

Yes

c(1). Permanent

Yes

(2-3), d. Disposable

Yes

e. Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file when product cancelled or withdrawn.

b. Break file when experimental use is completed or rejected.

c(1). Break file when tolerance is established.

(2). Break file when tolerance is expired.

(3). Break file when product is withdrawn or declared inactive.

d. Break file when product is cancelled or withdrawn.

e. Break file when registration action is completed.

DISPOSITION INSTRUCTIONS:

a and b. Retire to FRC after file break. Destroy 15 years after file break.

c(1). Keep in office 3 years, then retire to FRC for an additional 10 years. Transfer to the National Archives when 13 years old.

EPA SERIES 315

(2). Keep in office 3 years, then retire to FRC for an additional 5 years. Destroy when 8 years old.

(3). Keep in office 3 years, then retire to FRC for an additional 5 years. Destroy when 8 years old.

d. Retire to FRC after file break. Destroy 15 years after file break.

e. Delete when record copy is generated ~~or when no longer needed for reference or updating~~. Retention of this series is not to exceed the retention of the record copies covered under items a-d.

DRAFT

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: This item combines a number of related items from NC1-412-76-9 and NC1-412-85-24. Item a was previously scheduled as NC1-412-82-14, item b as NC1-412-76-9/16 and item d as NC1-412-85-24/4. Dispositions for these items were previously approved by the National Archives. Item 5 (previously approved as disposable) of NC1-412-85-24 and 6a (previously approved as permanent as NC1-412-76-9/14) have been combined into item c of this series. Records in this series document the decisions the Agency makes regarding establishment of pesticide tolerances and contain important long-term decision-support information.

AGENCY-WIDE GUIDANCE: As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Jackets are checked out only to Agency employees with FIFRA CBI clearance and special bar code. Jackets are tracked in the JACKETS system and maintained in the OPP Information Services Center File Room, CM2, Rm. 234.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: IRSD

Location: CM2

Inclusive Dates: 1950s to present

Volume on Hand (Feet):
approx. 35,000 jackets
1370 cubic feet

Annual Accumulation:
(feet or inches)
approx. 1000 jackets
approx. 100 cubic feet

CONTACT POINT:

Name: Evelyn Alston

Mail Code: 7502C

Telephone: 703-305-5058

Office: ISB

Room: 234

EPA SERIES 315

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/14 and 16, NC1-412-82-14, NC1-412-85-24/4 and 6a

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		8/17/92	10/16/98

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DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

③

SERIES TITLE: Novel Microbial Pesticide (NMP) Files

PROGRAM: Pesticides

EPA SERIES NO: 316H

AGENCY FILE CODE: PEST 316

NARA SCHEDULE NO. N1-412-95-2/3

APPLICABILITY: Headquarters

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of notifications to the Agency pursuant to an interim policy on small scale field testing of non-indigenous or genetically engineered microbials. The notification must be acted upon by the Agency within 90 days prior to testing in order to determine whether an Experimental Use Permit will be required. Records include pertinent correspondence from OPP Director and product manager.

ARRANGEMENT: Arranged by company number-NMP-sequential number.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information

MEDIUM:

Paper, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Product registration

SPECIFIC LEGAL REQUIREMENTS:

49 FR 40659, Federal Register notice of 10/17/84

Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. 136, et seq.

EPA SERIES NO. 316H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Record copy: Disposable
- b. Electronic versions created with office automation applications: Disposable

TRANSFER TO FRC PERMITTED:

No

No

FILE BREAK INSTRUCTIONS:

- a. Break file when 90 day Agency evaluation of notification and decision action is completed.

- b. Break file when 90 days old.

DRAFT

DISPOSITION INSTRUCTIONS:

- a. Keep files in office 90 days, then transfer to Team File Room. Destroy when no longer needed.

- b. Delete when record copy is generated ~~or when no longer needed for reference or updating~~; retention not to exceed the retention of the record copy covered under item a.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Files are of short term value and not maintained in the JACKETS, an information system covered under EPA 089A - Information Tracking Systems.

AGENCY-WIDE GUIDANCE: NMP information is entered into the Pesticide Regulatory Activity Tracking System (PRATS) scheduled as EPA 089A - Information Tracking Systems.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: BPPD

Location: CS1

Inclusive Dates: 1984 - present

Volume on Hand (Feet): 4 ft.

Annual Accumulation: 1 ft.
(feet or inches)

CONTACT POINT:

Name: Phil Hutton

Mail Code: 7501W

Telephone: 703-308-8260

Office: Biopesticides and Pollution Prevention Div.

Room: Rm 207

CONTROL INFORMATION:

RELATED ITEMS: EPA 089A

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

EPA SERIES NO. 316H

Approval Date EPA 4/28/95	Approval Date NARA	Entry Date 10/6/94	Last Modified 8/25/98
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DRAFT

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

④

SERIES TITLE: Notice of Supplemental Distribution of a Registered Product
(Form 85-5)

PROGRAM: Pesticides

EPA SERIES NO: 319H

AGENCY FILE CODE: PEST 319

NARA SCHEDULE NO. N1-412-95-2/4

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION: 8570-5

DESCRIPTION: Contains Form ~~85-5~~ submitted by registrants wanting to register another company to distribute their product.

ARRANGEMENT: Arranged by fiche number/accession or batch number.

TYPE OF RECORDS:
Forms

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic, microfilm

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Product registration

SPECIFIC LEGAL REQUIREMENTS:
40 CFR 152.132

DRAFT

EPA SERIES NO. 319H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a(1). Paper records dated prior to 1995: Disposable

TRANSFER TO FRC PERMITTED:

No

(2). Paper records dated after 1995: Disposable

Yes

b. Microform records dated prior to 1995: Disposable

Yes

c. Electronic versions created with office automation applications: Disposable

No

DRAFT

FILE BREAK INSTRUCTIONS: Break file at end of fiscal year.

DISPOSITION INSTRUCTIONS:

a(1). Convert to microfiche immediately after file break. Destroy paper upon completion of quality assurance check.

(2). Retire to FRC at end of fiscal year. Destroy when 10 years old.

b. Retire to FRC at end of fiscal year. Destroy when 10 years old.

c. Delete when record copy is generated; ~~or when no longer needed for reference or updating~~; retention not to exceed retention of item a(2).

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Forms are related to EPA 315H, item a, Registration Jackets. Information from the forms is entered into the Pesticide Product Information System (PPIS), EPA 349H, which is scheduled as permanent. Program feels 10 year retention meets administrative needs.

AGENCY-WIDE GUIDANCE: Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

8570-5

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Form ~~85-5~~ information input into Distributor File Database which is a tracking system covered in EPA 089A - Information Tracking Systems.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: IRSD

Location: CM2

Inclusive Dates: 1988 - present

Volume on Hand (Feet): 8 cu. ft.

Annual Accumulation: 6-8 cu. ft. (feet or inches)

CONTACT POINT:

Name: John Jamula

Mail Code: 7502C

Telephone: 703-305-6426

Office: ISB

Room: 226

CONTROL INFORMATION:

RELATED ITEMS: EPA 089A, EPA 315H, EPA 349H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

EPA SERIES NO. 319H

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		10/7/94	8/25/98

DRAFT

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

⑤ **SERIES TITLE:** Pesticide Chemical Inert Ingredient Master File

PROGRAM: Pesticides

EPA SERIES NO: 320H

AGENCY FILE CODE: PEST 320

NARA SCHEDULE NO. N1-412-95-2/5

APPLICABILITY: Headquarters

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of information on the chemical identity of proprietary trade name products used as inert ingredients in pesticides. Records contain correspondence, Material Safety Data Sheets (MSDS), and chemical identification of proprietary inert ingredient products.

ARRANGEMENT: Arranged by company name.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information

MEDIUM:

Paper, microfilm, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Product registration

SPECIFIC LEGAL REQUIREMENTS:

None

EPA SERIES NO. 320H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- | | |
|---|----|
| a. Paper copy: Disposable | No |
| b. Microform copy: Disposable | No |
| c. Electronic version created with office automation applications: Disposable | No |

TRANSFER TO FRC PERMITTED:

No

No

No

DRAFT

FILE BREAK INSTRUCTIONS:

- a and b. Break file when product no longer manufactured.
- c. Break file when no longer needed.

DISPOSITION INSTRUCTIONS:

- a. Convert to microform immediately after file break. Keep paper copy in office until conversion to microform is complete and the microform is verified, then destroy.
- b. Keep in office 15 years, then destroy.
- c. Delete when record copy is generated ~~or when no longer needed for reference or updating~~; retention not to exceed the retention of the record copy covered under item a.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Formerly scheduled as NC1-412-85-24/6. Item a which was approved as permanent is now item c (Pesticide Tolerance Petition Jackets) of EPA Series 315H - Pesticides Registration Documents. Item b has been expanded and the retention changed to meet current program needs.

AGENCY-WIDE GUIDANCE: Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: RD

Location: CS1

Inclusive Dates: 1971-present

Volume on Hand (Feet): 12 ft.

Annual Accumulation: 6 in.
(feet or inches)

CONTACT POINT:

Name: Kerry Leifer

Mail Code: 7505W

Telephone: 703-308-8323

Office: RSB

Room: 6th floor

CONTROL INFORMATION:

RELATED ITEMS: EPA 315H

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/15, NC1-412-85-24/6b

EPA SERIES NO. 320H

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		8/20/92	8/25/98

DRAFT

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

⑥ **SERIES TITLE:** Child-Resistant Packaging (CRP) Files

PROGRAM: Pesticides

EPA SERIES NO: 323H

AGENCY FILE CODE: PEST 323

NARA SCHEDULE NO. N1-412-95-2/6
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of registrant, packaging manufacturers, testing organizations, requests for information on CRP testing and responses; Federal or state requests for packaging/CRP status reviews of products and responses; copies of Federal Register Notices and policy notices, packaging manufacturer, registrant exemption requests from CRP regulations and responses; reviews, reports, etc. connected with the implementation of the regulations and provisions of Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and the Poison Prevention Packaging Act (PPPA) as they apply to CRP. Packages (information and CRP) connected with all of the above.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper, electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Product registration and enforcement

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, Section 25(c)(3)

EPA SERIES NO. 323H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Electronic versions created with office automation applications: Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file when information, packaging, status, exemption requests complete or regulatory development/implementation is published in the Federal Register and public docket is established or completed.

DRAFT

b. Break file when no longer needed.

DISPOSITION INSTRUCTIONS:

a. Keep in office 3 years, then retire to FRC. Destroy when 15 years old.

b. Delete when record copy is generated ~~or when no longer needed for reference or updating~~; retention not to exceed the retention of the record copy.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records are the sole source of information and Agency followup with state and Federal agencies resulting in enforcement action up to 10 years after the review is completed.

AGENCY-WIDE GUIDANCE: This information may complement registration activities and registration jackets, but is generally not available in other Agency files. Pesticides Registration Documents are scheduled as EPA 315H.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

CONTACT POINT:

Name: RD

Name: Rosalind Gross

Location: CS1

Mail Code: 7505W

Inclusive Dates: 1981-1995

Telephone: 703-308-8354

Volume on Hand (Feet):

Office: RSB

Annual Accumulation: 3-6 ft. (feet or inches)

Room: 6th fl.

CONTROL INFORMATION:

RELATED ITEMS: EPA 315H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		10/6/94	8/25/98

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

⑦

SERIES TITLE: Reregistration Fees Case Files

PROGRAM: Pesticides

EPA SERIES NO: 325H

AGENCY FILE CODE: PEST 325

NARA SCHEDULE NO. N1-412-95-2/7
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records support reregistration fee collection for pesticide products containing active ingredients subject to Federal Insecticide, Fungicide, and Rodenticide Act, (FIFRA) '88 reregistration. Files contain registrant market share request submissions, correspondence, copies of reregistration fee invoices, market share request green cards, case specific background information, and reregistration fee historic information. Files may contain materials from data call-ins.

ARRANGEMENT: Sorted by reregistration case number and by company number within cases.

TYPE OF RECORDS:
Correspondence, cards,
case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper, electronic

VITAL RECORD:
Yes

FUNCTIONS SUPPORTED:
Product reregistration

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 4(I)

EPA SERIES NO. 325H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Electronic versions created with office automation applications: Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file at end of calendar year.

b. Break file when no longer needed.

DRAFT

DISPOSITION INSTRUCTIONS:

a. Retire to FRC immediately after file break. Destroy when 10 years old.

b. Delete when record copy is generated ~~or when no longer needed for reference or updating~~; retention not to exceed the retention of the record copy covered by item a.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records are essential documentation of program reregistration fee activities. Retention meets program's administrative requirements and provides consistent retention for related registration and reregistration documents.

AGENCY-WIDE GUIDANCE: Reregistration Case Files are scheduled as EPA 365H.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: BEAD

Location: CS1, 4th fl.

Inclusive Dates: 1988 - present

Volume on Hand (Feet): 60

Annual Accumulation: 3 ft.
(feet or inches)

CONTACT POINT:

Name: Jesse Billingslea

Mail Code: 7503W

Telephone: 703-308-8064

Office: BEAD

Room: 43N4

CONTROL INFORMATION:

RELATED ITEMS: EPA 365H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		10/6/94	8/25/98

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

⑧ **SERIES TITLE:** Company Name and Address Correspondence File

PROGRAM: Pesticides

EPA SERIES NO: 327H

AGENCY FILE CODE: PEST 327

NARA SCHEDULE NO. N1-412-95-2/8
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Pesticides

IDENTIFYING INFORMATION:

DESCRIPTION: Records contain letters of company name and address changes, or agent.

ARRANGEMENT: Arranged by company number.

TYPE OF RECORDS:
Correspondence files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 327H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Record copy: Disposable
- b. Electronic versions created with office automation applications: Disposable

TRANSFER TO FRC PERMITTED:

No

No

FILE BREAK INSTRUCTIONS:

- a. Break file when new company correspondence received requesting changes.
- b. Break file when no longer needed.

DRAFT

DISPOSITION INSTRUCTIONS:

- a. Keep current correspondence; destroy superseded material immediately after file break.
- b. Delete when record copy is generated ~~or when no longer needed for reference or updating~~; retention not to exceed the retention of the record copy covered by item a.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records of short term value have been separated from records of longer term (20 years) value previously approved as part of the Company Correspondence File, NC1-412-76-9/7.

AGENCY-WIDE GUIDANCE: The Company Transfer Correspondence File is scheduled as EPA 362H.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Company correspondence is used to update ADABASE Company Name and Address file which is downloaded to LAN-based REFS. REFS is scheduled as EPA 088A.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: IRSD

Location: CM2

Inclusive Dates: 1987 - present

Volume on Hand (Feet): 3

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name:

Mail Code: 7502C

Telephone:

Office: ISB

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 088A, EPA 362H

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/7, NC1-412-85-24/15

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		8/26/92	8/25/98

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

⑨ **SERIES TITLE:** Preliminary Qualitative Biological Usage Analysis of Pesticide Active Ingredients

PROGRAM: Pesticides

EPA SERIES NO: 328H

AGENCY FILE CODE: PEST 328

NARA SCHEDULE NO. N1-412-95-2/9
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of biological usage analysis of pesticide active ingredients. Records were developed for registration, special reviews, and other regulatory actions. Records contain basic documentation of decisions on approach to regulating chemicals.

ARRANGEMENT: Arranged alphabetically by chemical number.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Regulatory development

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 328H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Record copy: Permanent
- b. Electronic versions created with office automation applications: Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS: See disposition instructions.

DISPOSITION INSTRUCTIONS:

a. Keep in office 5 years, then retire to FRC. ~~Transfer to the National Archives when 8 years old.~~

b. Delete when record copy is generated ~~or when no longer needed for reference or updating~~; retention not to exceed retention of the record copy covered by item a.

DRAFT

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: These records are related to records covered in EPA Series No. 331H (NC1-412-85-24/19) which have already been approved as permanent by the National Archives. Records were generated to develop policy and make decisions related to pesticides regulations. These records constitute the basic documentation of how EPA's regulatory approach was developed.

AGENCY-WIDE GUIDANCE:

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: BEAD

Location: CS1

Inclusive Dates: 1979-1989

Volume on Hand (Feet): 5 ft.

Annual Accumulation: 0
(feet or inches)

CONTACT POINT:

Name: Dick Peacock

Mail Code: 7503W

Telephone: 703-308-8125

Office: EAB

Room: 4th floor

CONTROL INFORMATION:

RELATED ITEMS: EPA 331H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		9/16/94	8/25/98

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

⑩ SERIES TITLE: Requests for EPA Company Number

PROGRAM: Pesticides

EPA SERIES NO: 351H

AGENCY FILE CODE: PEST 351

NARA SCHEDULE NO. N1-412-95-2/10

APPLICABILITY: Headquarters

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of correspondence from entities requesting an EPA company number. Requests come from companies who will be applying for pesticide registrations, companies that will become manufacturing establishments, consortia, distributors of EPA registered products, etc. A copy of the EPA response form letter is attached to each request.

ARRANGEMENT: Arranged alphabetically by company name.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

No

MEDIUM:

Paper, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Product registration

SPECIFIC LEGAL REQUIREMENTS:

None

EPA SERIES NO. 351H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Record copy: Disposable
- b. Electronic versions created with office automation applications: Disposable

TRANSFER TO FRC PERMITTED:

No

No

FILE BREAK INSTRUCTIONS: See disposition instructions.

DISPOSITION INSTRUCTIONS:

- a. Keep in office 3 months, then destroy.
- b. Delete when record copy is generated ~~or when no longer needed for reference or updating~~; retention not to exceed the retention of the record copy covered by item a.

DRAFT

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records are of short term value. Information is entered into the Company Name and Address File module of the Pesticide Regulatory Tracking System - PRATS, included in EPA 089A - Information Tracking Systems.

AGENCY-WIDE GUIDANCE:

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: IRSD
 Location: CM2
 Inclusive Dates:
 Volume on Hand (Feet):
 Annual Accumulation:
 (feet or inches)

CONTACT POINT:

Name: Jim Hollins
 Mail Code: 7502C
 Telephone: 703-305-5761
 Office: ISB
 Room: 238

CONTROL INFORMATION:

RELATED ITEMS: EPA 089A

**PREVIOUSLY APPROVED BY
 NARA SCHEDULE NOS:**

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		11/21/94	8/25/98

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

①

SERIES TITLE: Pesticide Registration Maintenance Fee Records

PROGRAM: Pesticides

EPA SERIES NO: 357H

AGENCY FILE CODE: PEST 357

NARA SCHEDULE NO. N1-412-95-2/11
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of:

- a. Certified mailing green card receipts and
- b. Telephone logs of conversations with registrants concerning maintenance fee billings and maintenance fee responses from companies, and related correspondence if required.
- c. Electronic versions created with office automation applications.

ARRANGEMENT: Arranged by year and by EPA company number thereunder.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

None

MEDIUM:

Paper, microfilm, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Product registration

SPECIFIC LEGAL REQUIREMENTS:

Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 4(i)(5)

EPA SERIES NO. 357H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Disposable
- b(1). Paper copies: Disposable
- (2). Microfilm: Disposable
- c. Disposable

TRANSFER TO FRC PERMITTED:

- Yes
- No
- No
- No

DRAFT

FILE BREAK INSTRUCTIONS:

- a. Break file annually.
- b-c. Break file upon completion of microform quality assurance check.

DISPOSITION INSTRUCTIONS:

- a. Retire to FRC immediately after file break. Destroy when 10 years old.
- b(1). Keep in office until quality assurance check has been completed, then destroy.
- (2). Keep in office 10 years, then destroy when no longer needed.
- c. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Since 1988, FIFRA has required everyone holding a primary pesticide registration under section 3 or a registration for special local needs under section 24(c) to pay annual registration maintenance fees.

AGENCY-WIDE GUIDANCE: Records converted to microform are to be converted in accordance to standards in 36 CFR 1230.10 and 36 CFR 1230.20.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: A data base tracking system is used to record registrant responses to maintenance fee billings.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: IRSD
Location: CM2
Inclusive Dates: 1988 - present
Volume on Hand (Feet): 4
Annual Accumulation: 1
(feet or inches)

CONTACT POINT:

Name: Teresa Downs
Mail Code: 7502C
Telephone: 703-305-5363
Office: ISB
Room: 225

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		11/21/94	8/25/98

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

12 SERIES TITLE: Reregistration Case Files

PROGRAM: Pesticides

EPA SERIES NO: 365H

AGENCY FILE CODE: PEST 365

NARA SCHEDULE NO. N1-412-95-2/12
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records support reregistration for pesticide products containing active ingredients subject to FIFRA 88 reregistration under Phases 2-5. Files contain registrant response worksheets, correspondence, Federal Register notices, bibliographies, disciplinary and topical summaries, etc. Directory lists case number, review manager, chemical name and number. The records may be grouped into three categories: (1) Master files for B, C, and D lists containing product summary and site listing for active ingredient, and data requirement summary and generic data from Automated Response Tracking System (ARTS reports); (2) Part A files for B, C, and D lists containing Part A forms, correspondence with Part A registrants, and ARTS reports; and (3) Data Doer Company files containing Part B forms for B, C, and D lists, company correspondence, Agency decision letters, DCI and NOIS, science reviews. Files may contain materials from pre-1988 Data Call-In's or Confidential Business Information which is restricted from public view.

ARRANGEMENT: Arranged by case and chemical number.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information

MEDIUM:

Paper, electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Product reregistration

SPECIFIC LEGAL REQUIREMENTS:

Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 3(g)
40 CFR 152.60

EPA SERIES NO. 365H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Electronic versions created with office automation applications: Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file when registrant data commitments are final or when product is cancelled or suspended.

DRAFT

b. Break file when no longer needed.

DISPOSITION INSTRUCTIONS:

a. Retire to FRC after file break. Destroy 15 years after file break.

b. Delete when record copy generated ~~or when no longer needed for reference or updating~~, retention not to exceed retention of the record copy covered under item a.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records are essential documentation of program activities. Retention meets program's administrative requirements.

AGENCY-WIDE GUIDANCE: As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: SRRD

Location: CS1

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Kathryn Scanlon

Mail Code: 7508W

Telephone: 703-308-8178

Office: Accelerated Reregistration Br.

Room: 33NW

CONTROL INFORMATION:

RELATED ITEMS:

**PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:**

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		11/24/92	8/25/98

EPA Records Schedule 366

Status: Final, 02/15/2007

(3) Title: Label Use Information System (LUIS)

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), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-95-2/13

Description:

LUIS provides automated access to current and accurate information on the legal uses of pesticides as specified by the registered pesticide products labeling. It is a LAN-based data base system developed to manage pesticide use data derived from product labeling, enabling analysis of use data at the individual product level as well as aggregate information of all products containing a specific active ingredient. Formerly known as the Index to Pesticide Chemicals (paper-based system) scheduled separately.

Disposition Instructions:

Item a: Electronic software system

- **Disposable**
- Delete when superseded by routine software updates or when no longer needed.

Item b: Input

- **Disposable**
- Follow instructions for EPA 171 - Input and Source Records.

Item c: Electronic data

- **Permanent**
- Beginning FY 1996, transfer annually to the National Archives as specified in 36 CFR 1228.270 or standards applicable at the time.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: Supporting documentation

- **Permanent**
- Transfer to the National Archives those records necessary to document how the system captures, manipulates, and outputs data as specified in 36 CFR 1228.270 or standards applicable at the time. This documentation is transferred along with the electronic data (item c).

Guidance:**Reasons for Disposition:**

Disposition for the Index to Pesticide Chemicals, which this system replaces, was previously approved by the National Archives as permanent (NC1-412-85-24/33).

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Office of Pesticide Programs, Biological and Economic Analysis Division, Science Information and Analysis Branch

- **Contact:** Steve Jarboe
- **Telephone:** 703-308-8105

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

NC1-412-85-24/33

Entry: 11/24/1992

EPA Approval: 04/28/1995

NARA Approval: 02/11/1999

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

14

SERIES TITLE: Endangered Species Map File

PROGRAM: Pesticides

EPA SERIES NO: 318H

AGENCY FILE CODE: PEST 318

NARA SCHEDULE NO. N1-412-95-2/14

APPLICABILITY: Headquarters

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: File contains 8-1/2 x 11 inch endangered species habitat maps submitted by the U.S. Fish and Wildlife Service and States. Map information is used to produce digitized maps of habitat information on endangered species. Maps are updated constantly until issued as an enforceable bulletin in the Federal Register. The file includes correspondence, drafts and final maps, and supporting information from States, the Fish and Wildlife Service, and the U.S. Department of Agriculture.

ARRANGEMENT: Arranged by state and county.

TYPE OF RECORDS:
Case files, maps

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 318H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Paper: Permanent
- b. Digitized maps: Disposable
- b. Electronic versions created with office automation applications: Disposable

TRANSFER TO FRC PERMITTED:
Yes

No

No

DRAFT

FILE BREAK INSTRUCTIONS: Break file upon issuance of the enforceable bulletin.

DISPOSITION INSTRUCTIONS:

- a. Keep inactive materials in office 5 years after file break, then retire to FRC. Transfer to NARA when 30 years old.
- b. Keep electronic data for 5 years after file break, then delete.
- c. Delete when record copy is generated ~~or when no longer needed for reference of updating;~~ retention not to exceed the retention of item a.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: The Endangered Species Maps are unique cartographic data prepared by the program office with information supplied by other Federal and State agencies. Data is currently maintained by contractors on an AutoCAD system but plans are underway to migrate to ARCINFO (ARCVIEW II).

AGENCY-WIDE GUIDANCE: Information on how the maps were developed should be retired to the FRC along with the maps.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: FEAD
 Location: CM2
 Inclusive Dates: 1987 - present
 Volume on Hand (Feet): 14 ft.
 Annual Accumulation: .25 ft.
 (feet or inches)

CONTACT POINT:

Name: Mary Powell
 Mail Code: 7506C
 Telephone: 703-305-7384
 Office: EFB
 Room: 1014A

CONTROL INFORMATION:

RELATED ITEMS:

**PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:**

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
7/14/95		10/19/94	8/25/98

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

15

SERIES TITLE: Laboratory Test Reports

PROGRAM: Pesticides

EPA SERIES NO: 337A

AGENCY FILE CODE: PEST 337

NARA SCHEDULE NO. N1-412-95-2/15

APPLICABILITY: Agency-wide

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of laboratory reports of the receipt and tests made on pesticide samples. Includes forms 8500-6, 8550-11, 8500-12, and 8510-14, used to log samples. Tests are done in the context of State or EPA regional support. Cases may result in litigation.

ARRANGEMENT: Arranged chronologically.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:

MEDIUM:
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations and enforcement

SPECIFIC LEGAL REQUIREMENTS:

EPA SERIES NO. 337A

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy: Disposable

TRANSFER TO FRC PERMITTED:

Yes

b. Electronic versions created
with office automation
applications: Disposable

No

FILE BREAK INSTRUCTIONS: See disposition instructions.

DISPOSITION INSTRUCTIONS:

a. Keep in the laboratory installation for 10 years, ~~then destroy.~~ Records
may be retired to FRC prior to destruction date if volume warrants.

b. Delete when record copy is generated ~~or when no longer needed for
reference or updating;~~ retention not to exceed the retention of the record
copy covered under item a.

DRAFT

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition has been changed from 20 to 10 years
based on the period of time the information is useful to the program.
Applicability has been expanded to Agency-wide.

AGENCY-WIDE GUIDANCE:

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Market Basket Surveys may be
retired under this series.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: BEAD

Location: Beltsville, MD

Inclusive Dates: 1980 - present

Volume on Hand (Feet): 15 lin. ft.

Annual Accumulation: 6 in.
(feet or inches)

CONTACT POINT:

Name: Ted Czerkowicz

Mail Code: 7503W

Telephone: 301-504-8363

Office: Microbiology Lab

Room:

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/68, NC1-412-85-24/26

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
8/22/95		9/2/92	8/25/98

DRAFT OF 8/27/98

U.S. EPA RECORDS CONTROL SCHEDULE

16

SERIES TITLE: Pesticide Product Label System (PPLS)

PROGRAM: Pesticides

EPA SERIES NO: 363H

AGENCY FILE CODE: PEST 363

NARA SCHEDULE NO. N1-412-95-2/16
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

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 315H. (Microfilmed records formerly called Compact Label File.)

ARRANGEMENT: Arranged by registration or company number.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, microfilm, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:

EPA SERIES NO. 363H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Microform dated prior to 1996:
Disposable
- b. Paper copies: Disposable
- c. CD-ROM copies dated after 1996:
Disposable
- d. Electronic versions created by
office automation applications:
Disposable

TRANSFER TO FRC PERMITTED:

- Yes
- No
- No
- No

DRAFT

FILE BREAK INSTRUCTIONS: Break file at end of fiscal year.

DISPOSITION INSTRUCTIONS:

- a. Retire to the WNRC annually. Destroy when 25 years old.
- b. Keep in office until quality assurance check has been completed, then destroy.
- c. Keep most recent data set in office and update every 3 months. Destroy when no longer needed for reference.
- d. Delete when record copy is generated ~~or when no longer needed for reference or updating~~; retention not to exceed retention of item b.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition previously approved by the National Archives. The series has been modified to reflect current recordkeeping practices.

AGENCY-WIDE GUIDANCE: Pesticides Registration Documents are scheduled as EPA 315H and Label Use Information System (LUIS) as EPA 366H.

Records converted to microform are to be converted in accordance to standards in 36 CFR 1230.10 and 36 CFR 1230.20.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: IRSD
Location: CM2
Inclusive Dates: 1971 - present
Volume on Hand (Feet):
Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Yvonne Brown
Mail Code: 7502C
Telephone: 703-305-6473
Office: ISB
Room: 238

CONTROL INFORMATION:

RELATED ITEMS: EPA 315H, EPA 366H

EPA SERIES NO. 363H

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/19, NC1-412-85-24/18

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		10/8/92	8/27/98

DRAFT

DRAFT OF 11/21/94

U.S. EPA RECORDS CONTROL SCHEDULE

1) SERIES TITLE: State Plans for Applicator Certification

PROGRAM: Pesticides

EPA SERIES NO: 314H

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

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Contains plans for certification of applicators of restricted use pesticides submitted by States, territories, and other Federal agencies. Files also include Federal Register notices, training manuals, and reference materials.

ARRANGEMENT: Arranged by State.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
No

MEDIUM:
Paper, microfilm

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Oversight

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sections 4
and 25
40 CFR 171.7

This was the original submission
by EPA. This has been replaced by
the versions dated 8/25/98 and 10/16/98.
The appraisal is based on the 8/25/98 versions.
and 10/16/98
The most recent versions include NARA -
Bulletin 98-02 language.

EPA SERIES NO. 314H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Official copy - microformed:
Permanent

TRANSFER TO FRC PERMITTED:

Yes

b. Paper copy - microformed:
Disposable

No

c. Office microform copy:
Disposable

No

FILE BREAK INSTRUCTIONS: Break file when States submit new plans.

DISPOSITION INSTRUCTIONS:

a. Retire one silver gelatin copy and one diazo copy to the FRC along with finding aids and indexes. Transfer to the National Archives when 20 years old.

b. Keep in office until conversion to microform and microform is verified for completeness, then destroy.

c. Keep in office until no longer needed, then destroy.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records series documents EPA's oversight responsibilities where States have been given authority to implement programs.

AGENCY-WIDE GUIDANCE: Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Certification and Training
Branch, FOD

Location: CM2, Rm 110

CONTACT POINT:

Name: Arthur-Jean Williams

Mail Code: 7506C

Inclusive Dates: 1990 - present

Telephone: 703-305-7317

Volume on Hand (Feet): 2

Office: OPP/FOD/CT

Annual Accumulation: 6 inches
(feet or inches)

Room: 1109, CM2

CONTROL INFORMATION:

RELATED ITEMS:

EPA SERIES NO. 314H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		9/1/92	11/21/94

DRAFT OF 8/29/95

U.S. EPA RECORDS CONTROL SCHEDULE

2) SERIES TITLE: Pesticides Registration Documents

PROGRAM: Pesticides

EPA SERIES NO: 315H

NARA SCHEDULE NO. N1-412-95-2/2
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records support the pesticide product registration process. Files contain trade secrets and are restricted from public use. There are four types of records:

- a. Registration Jackets - Records support pesticide product registration and may include the application for new registration of a pesticide, confidential statement of formula, enforcement action, product label, label change recommendations, chemical reviews, reports and materials supporting label citations, enforcement case reviews, cancellation notices, certified mail receipts, products, formulas, and related registration records.
- b. Experimental Use Product Jackets (EUPs) - Records support the request for an application to ship a product for experimental use. Contains application for experimental use, product label, application data, EPA briefing paper (covering formulation, crop and rate of application, product characteristics, toxicity evaluation and recommendations), and acceptance or rejection letter.
- c. Pesticide Tolerance Petition Jackets - Records include correspondence between EPA and pesticide manufacturers regarding petitions for tolerance, and may include materials in Sections A-G, product labels and updates, applications for temporary permits, chemical analysis reports, rejection notices, pesticide petition resumes, Federal Register notices, interoffice memos, and other related documents. Includes inert ingredient tolerance/tolerance exemption petitions.
- d. 24c Application by State - Records support State registration of a pesticide to meet a specific local need. For each registration, records include applicant's name and address, product name, issue date, expiration date, toxicity, pesticide form, pesticide type(s), chemical active ingredients, and percent concentration of each ingredient, and sites and pests.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper, electronic

VITAL RECORD:
Yes

FUNCTIONS SUPPORTED:
Product registration

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sections 3, 5, 24c

EPA SERIES 315H

Federal Food, Drug and Cosmetic Act, Sections 406, 408
40 CFR 152, 162, 172, 180.7

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a and b. Disposable

TRANSFER TO FRC PERMITTED:

Yes

c. Permanent

Yes

d. Disposable

Yes

FILE BREAK INSTRUCTIONS:

- a. Break file when product cancelled or withdrawn.
- b. Break file when experimental use is completed or rejected.
- c. Break file when tolerance is cancelled or withdrawn.
- d. Break file when product cancelled or withdrawn.

DISPOSITION INSTRUCTIONS:

- a and b. Retire to FRC after file break. Destroy 15 years after file break.
- c. Retire to FRC after file break. Transfer to the National Archives in 5 year blocks when 20 years old.
- d. Retire to FRC after file break. Destroy 15 years after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: This item combines a number of related items from NC1-412-76-9 and NC1-412-85-24. Item a was previously scheduled as NC1-412-82-14, item b as NC1-412-76-9/16 and item d as NC1-412-85-24/4. Dispositions for these items were previously approved by the National Archives. Item 5 (previously approved as disposable) of NC1-412-85-24 and 6a (previously approved as permanent as NC1-412-76-9/14) have been combined into item c of this series. Records in this series document the decisions the Agency makes regarding establishment of pesticide tolerances and contain important long-term decision-support information.

AGENCY-WIDE GUIDANCE: Electronic records such as data bases, spreadsheets, or similar files that augment paper records described in this schedule, must be retained for the length of time specified in the schedule.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Jackets are checked out only to Agency employees with FIFRA CBI clearance and special bar code. Jackets are tracked in the JACKETS system and maintained in the OPP Information Services Center File Room, CM2, Rm. 234.

Contact point for Inert Ingredient Tolerance Petitions is Kerry Leifer, mail code 7505W, 703-308-8323, CS1, 6th floor. The controlling unit is RSB/RD. The inclusive dates are 1971 - present. The volume is 20 ft. and the annual accumulation is 1 ft. All other records are covered in the Custodial Information section below.

EPA SERIES 315H

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Front End Processing Unit,
PMSD/ISB/IRDS

Location: CM2, Rm. 266A

Inclusive Dates:

Volume on Hand (Feet):
approx. 35,000 jackets

Annual Accumulation:
(feet or inches)

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/14 and 16, NC1-412-82-14, NC1-412-85-24/4 and 6a

CONTACT POINT:

Name: Evelyn Alston

Mail Code: 7502C

Telephone: 703-305-5058

Office: PMSD/ISB/DMS

Room: 240

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		8/17/92	8/29/95

DRAFT OF 12/22/94

U.S. EPA RECORDS CONTROL SCHEDULE

3) **SERIES TITLE:** Novel Microbial Pesticide (NMP) Files

PROGRAM: Pesticides

EPA SERIES NO: 316H

NARA SCHEDULE NO. Pending

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of notifications to the Agency pursuant to an interim policy on small scale field testing of non-indigenous or genetically engineered microbials. The notification must be acted upon by the Agency within 90 days prior to testing in order to determine whether an Experimental Use Permit will be required. Records include pertinent correspondence from OPP Director and product manager.

ARRANGEMENT: Arranged by company number-NMP-sequential number.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information .

MEDIUM:
Paper, electronic

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Product registration

SPECIFIC LEGAL REQUIREMENTS:

49 FR 40659, Federal Register notice of 10/17/84
Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. 136, et seq.

EPA SERIES NO. 316H

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: Break file when 90 day Agency evaluation of notification and decision action is completed.

DISPOSITION INSTRUCTIONS: Keep files in office 90 days, then transfer to Team File Room. Destroy when 3 years old.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Files are of short term value and not maintained in the JACKETS, an information system covered under EPA 089A - Information Tracking Systems.

AGENCY-WIDE GUIDANCE: NMP information is entered into the Pesticide Regulatory Activity Tracking System (PRATS) scheduled as EPA 089A - Information Tracking Systems.

Electronic records such as data bases, spreadsheets, or similar files that augment paper records described in this schedule, must be retained for the length of time specified in the schedule.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witness disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: PM Teams 18 & 21

Location: Room 203

Inclusive Dates: 1990 -

Volume on Hand (Feet):

Annual Accumulation: 30
(feet or inches)

CONTACT POINT:

Name: Phil Hutton

Mail Code: 7505C

Telephone: 703-305-7690

Office: Registration Div.

Room: Rm 207, CM2

CONTROL INFORMATION:

RELATED ITEMS: EPA 089A

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		10/6/94	12/22/94

DRAFT OF 1/29/96

U.S. EPA RECORDS CONTROL SCHEDULE

4) **SERIES TITLE:** Notice of Supplemental Distribution of a Registered Product
(Form 85-5)

PROGRAM: Pesticides

EPA SERIES NO.: 319H

NARA SCHEDULE NO.: N1-412-95-2/4

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Contains Form 85-5 submitted by registrants wanting to register another company to distribute their product.

ARRANGEMENT: Arranged by fiche number/accession or batch number.

TYPE OF RECORDS:

Forms

SPECIFIC RESTRICTIONS:

None

MEDIUM:

Paper, electronic, microfilm

VITAL RECORD:

No.

FUNCTIONS SUPPORTED:

Product registration

SPECIFIC LEGAL REQUIREMENTS:

40 CFR 152.132

EPA SERIES NO. 319H

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: Break file after each unit of 100 forms has been processed.

DISPOSITION INSTRUCTIONS:

a. Microfiche: Convert to microfiche immediately after file break. Destroy paper upon completion of quality assurance check. Keep inactive records in office 6 months after file break, then retire to FRC. Destroy microfiche when 15 years old.

b. Paper (if not microfilmed): Keep inactive records in office 6 months after file break, then retire to FRC. Destroy when 15 years old.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Forms are related to EPA 315H, item a, Registration Jackets. Information from the forms is entered into the Pesticide Product Information System (PPIS), EPA 349H, which is scheduled as permanent. Jackets are retained for 15 years after product has been canceled or withdrawn. Program feels 15 year retention for the forms meets administrative needs.

AGENCY-WIDE GUIDANCE: If paper is not microfilmed, microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

Electronic records such as data bases, spreadsheets, or similar files augmenting paper records described in this schedule must be retained for the length of time specified in the schedule.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Form 85-5 information input into Distributor File Database which is a tracking system covered in EPA 089A - Information Tracking Systems.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: PMSD/IRDS

Location: CM2, Room 232

Inclusive Dates: 1988 - present

Volume on Hand (Feet): 8 cu. ft.

Annual Accumulation: 6-8 cu. ft.
(feet or inches)

CONTACT POINT:

Name: John Jamula

Mail Code: 7502C

Telephone: 703-305-6426

Office: PMSD/IRDS

Room: 214

CONTROL INFORMATION:

RELATED ITEMS: EPA 089A, EPA 315H, EPA 349H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		10/7/94	1/29/96

DRAFT OF 8/17/95

U.S. EPA RECORDS CONTROL SCHEDULE

5) **SERIES TITLE:** Pesticide Chemical Inert Ingredient Master File

PROGRAM: Pesticides

EPA SERIES NO: 320H

NARA SCHEDULE NO. N1-412-95-2/5

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of information on the chemical identity of proprietary trade name products used as inert ingredients in pesticides. Records contain correspondence, MSDS sheets, and chemical identification of proprietary inert ingredient products.

ARRANGEMENT: Arranged by company name.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper, microfilm

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Product registration

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 320H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

Disposable

TRANSFER TO FRC PERMITTED:

No

FILE BREAK INSTRUCTIONS: Break file when product no longer manufactured.

DISPOSITION INSTRUCTIONS: Convert to microform immediately after file break. Keep paper copy in office until conversion to microform is complete and the microform is verified, then destroy. Keep office microform copy for 15 years then destroy.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Formerly scheduled as NC1-412-85-24/6. Item a which was approved as permanent is now item c (Pesticide Tolerance Petition Jackets) of EPA Series 315H - Pesticides Registration Documents. Item b has been expanded and the retention changed to meet current program needs.

AGENCY-WIDE GUIDANCE: Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: RSB/RD

Location: CS1, 6th floor

Inclusive Dates: 1971-present

Volume on Hand (Feet): 12 ft.

Annual Accumulation: 6 in.
(feet or inches)

CONTACT POINT:

Name: Kerry Leifer

Mail Code: 7505W

Telephone: 703-308-8323

Office: CS1

Room: 6th floor

CONTROL INFORMATION:

RELATED ITEMS: EPA 315H

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/15

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		8/20/92	8/17/95

DRAFT OF 11/9/94

U.S. EPA RECORDS CONTROL SCHEDULE

6) **SERIES TITLE:** Child-Resistant Packaging (CRP) Files

PROGRAM: Pesticides

EPA SERIES NO: 323H

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

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of registrant, packaging manufacturers, testing organizations, requests for information on CRP testing and responses; Federal or state requests for packaging/CRP status reviews of products and responses; packaging manufacturer, registrant exemption requests from CRP regulations and responses; reviews, reports, etc. connected with the implementation of the regulations and provisions of Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and the Poison Prevention Packaging Act (PPPA) as they apply to CRP. Packages (information and CRP) connected with all of the above.

ARRANGEMENT: Arrangement varies; generic and specific by chemical, product, package, as well as actual packages.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper and package (plastic,
glass, metal)

VITAL RECORD:
Yes

FUNCTIONS SUPPORTED:
Product registration and enforcement

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, Section 25(c)(3)

EPA SERIES NO. 323H

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
Yes

FILE BREAK INSTRUCTIONS: Break file when information, packaging, status, exemption requests complete or regulatory development/implementation is published in the Federal Register and public docket is established or completed.

DISPOSITION INSTRUCTIONS: Keep in office 3 years, then retire to FRC. Destroy when 15 years old.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records are the sole source of information and Agency followup with state and Federal agencies resulting in enforcement action up to 10 years after the review is completed.

AGENCY-WIDE GUIDANCE: This information may complement registration activities and registration jackets, but is generally not available in other Agency files. Pesticides Registration Documents are scheduled as EPA 315H.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witness disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: RSB/RD

Location: CS1, 6th fl.

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Rosalind Gross

Mail Code: 7505N

Telephone: 703-308-8354

Office: RD/RSB

Room: CS1, 6th fl.

CONTROL INFORMATION:

RELATED ITEMS: EPA 315H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

EPA SERIES NO. 323H

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		10/6/94	11/9/94

DRAFT OF 11/9/94

U.S. EPA RECORDS CONTROL SCHEDULE

7) SERIES TITLE: Reregistration Fees Case Files

PROGRAM: Pesticides

EPA SERIES NO: 325H

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

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records support reregistration fee collection for pesticide products containing active ingredients subject to Federal Insecticide, Fungicide, and Rodenticide Act, (FIFRA) '88 reregistration. Files contain registrant market share request submissions, correspondence, copies of reregistration fee invoices, market share request green cards, case specific background information, and reregistration fee historic information. Files may contain materials from data call-ins.

ARRANGEMENT: Sorted by reregistration case number and by company number within cases.

TYPE OF RECORDS:
Correspondence, cards,
case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper

VITAL RECORD:
Yes

FUNCTIONS SUPPORTED:
Product registration

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 4(i)

EPA SERIES NO. 325H

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
Yes

FILE BREAK INSTRUCTIONS: Break file semi-annually.

DISPOSITION INSTRUCTIONS: Retire documentation to FRC for completed reregistration immediately after file break. Destroy 15 years after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records are essential documentation of program reregistration fee activities. Retention meets program's administrative requirements and provides consistent retention for related registration and reregistration documents.

AGENCY-WIDE GUIDANCE: Reregistration Case Files are scheduled as EPA 365H.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witness disposal.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

CONTACT POINT:

Name: EPA/OPP/BEAD

Name: Frank W. Ellis, Jr.

Location: CS1, 4th fl.

Mail Code: 7503W

Inclusive Dates: 1988 - present Telephone: 703-308-8107

Volume on Hand (Feet): 60

Office: EPA/OPP/BEAD

Annual Accumulation: 3 ft.
(feet or inches)

Room: 43N4

CONTROL INFORMATION:

RELATED ITEMS: EPA 365H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		10/6/94	11/9/94

DRAFT OF 8/17/95

U.S. EPA RECORDS CONTROL SCHEDULE

8) SERIES TITLE: Company Name and Address Correspondence File

PROGRAM: Pesticides

EPA SERIES NO: 327H

NARA SCHEDULE NO. N1-412-95-2/8
(Use this number to retire records to the FRC)

APPLICABILITY: Pesticides

IDENTIFYING INFORMATION:

DESCRIPTION: Records contain letters of company name and address changes.

ARRANGEMENT: Arranged by company number.

TYPE OF RECORDS:
Correspondence files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 327H

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: Break file when new company correspondence received requesting changes.

DISPOSITION INSTRUCTIONS: Retain current correspondence; destroy superseded material immediately after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records of short term value have been separated from permanent records previously approved as part of the Company Correspondence File, NC1-412-76-9/7.

AGENCY-WIDE GUIDANCE: The Company Transfer Correspondence File is scheduled as EPA 362H.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Company correspondence is used to update ADATABASE Company Name and Address file which is downloaded to LAN-based REFS. REFS is scheduled as EPA 088A.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: ISB/DMS

Location: CM2

Inclusive Dates: 1987 - present

Volume on Hand (Feet): 3

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Barbara Garber

Mail Code: 7502C

Telephone: 703-305-6473

Office: ISB/DMS

Room: 238

CONTROL INFORMATION:

RELATED ITEMS: EPA 088A, EPA 362H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS: NC1-412-76-9/7

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
6/19/85	12/2/87	8/26/92	8/17/95

DRAFT OF 6/5/95

U.S. EPA RECORDS CONTROL SCHEDULE

9) SERIES TITLE: Preliminary Qualitative Biological Usage Analysis of Pesticide Active Ingredients

PROGRAM: Pesticides

EPA SERIES NO: 328H

NARA SCHEDULE NO. N1-412-95-2/9
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of biological usage analysis of pesticide active ingredients. Records were developed for registration, special reviews, and other regulatory actions. Records contain basic documentation of decisions on approach to regulating chemicals.

ARRANGEMENT: Arranged alphabetically by chemical and thereunder by year.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, microfilm

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Regulatory development

SPECIFIC LEGAL REQUIREMENTS:
None

6/12/95

EPA SERIES NO. 328H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Official copy - microformed:
Permanent

TRANSFER TO FRC PERMITTED:

Yes

b. Paper copy - microformed:
Disposable

No

c. Office microform copy:
Disposable

No

FILE BREAK INSTRUCTIONS: See disposition instructions.

DISPOSITION INSTRUCTIONS:

a. Keep in office 5 years, then retire to FRC. Transfer to the National Archives in 2010.

b. Keep in office until conversion to microform and microform is verified for completeness, then destroy.

c. Keep in office until no longer needed, then destroy.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: These records are related to records covered in EPA Series No. 331H which have already been approved as permanent by the National Archives. Records were generated to develop policy and make decisions related to pesticides regulations. These records constitute the basic documentation of how EPA's regulatory approach was developed.

AGENCY-WIDE GUIDANCE: Documents are no longer generated.

If paper records not converted to microfilm, apply disposition a to the paper records.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: BEAD/EAB

CONTACT POINT:

Name: Dick Peacock

Location: CS1, 4th floor

Mail Code: 7503W

Inclusive Dates: 1979-1989

Telephone: 703-308-8125

Volume on Hand (feet): 5 ft.

Office: OPP/BEAD/EAB

Annual Accumulation: 0
(feet or inches)

Room: CS1, 4th floor

CONTROL INFORMATION:

RELATED ITEMS: EPA 331H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		9/16/94	6/5/95

DRAFT OF 11/21/94

U.S. EPA RECORDS CONTROL SCHEDULE

10) **SERIES TITLE:** Requests for EPA Company Number

PROGRAM: Pesticides

EPA SERIES NO: 351H

NARA SCHEDULE NO. Pending

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of correspondence from entities requesting an EPA company number. Requests come from companies who will be applying for pesticide registrations, companies that will become manufacturing establishments, consortia, distributors of EPA registered products, etc.

ARRANGEMENT: Arranged by date.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

No

MEDIUM:

Paper

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Product registration

SPECIFIC LEGAL REQUIREMENTS:

None

EPA SERIES NO. 351H

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
No

FILE BREAK INSTRUCTIONS: See disposition instructions.

DISPOSITION INSTRUCTIONS: Keep in office 3 months, then destroy.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records are of short term value. Information is entered into the Company Name and Address File module of the Pesticide Regulatory Tracking System - PRATS, included in EPA 089A - Information Tracking Systems.

AGENCY-WIDE GUIDANCE:

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: OPP/PMSD/ISB/IRDS

Location: CM2

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTACT POINT:

Name: Lucy Trainor

Mail Code: 7502C

Telephone: 703-305-6470

Office: OPP/PMSD/ISB/IRDS

Room: 238

CONTROL INFORMATION:

RELATED ITEMS: EPA 089A

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		11/21/94	

DRAFT OF 11/21/94

U.S. EPA RECORDS CONTROL SCHEDULE

(1) **SERIES TITLE:** Pesticide Registration Maintenance Fee Records

PROGRAM: Pesticides

EPA SERIES NO: 357H

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

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of:

- a. Certified mailing green card receipts and
- b. Telephone logs of conversations with registrants concerning maintenance fee billings and maintenance fee responses from companies.

ARRANGEMENT: Arranged by year and by EPA company number thereunder.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, microfilm

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Product registration

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 4(i)(5)

EPA SERIES NO. 357H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Disposable

TRANSFER TO FRC PERMITTED:

Yes

b(1). Paper copies: Disposable

No

(2). Microfilm: Disposable

No

FILE BREAK INSTRUCTIONS:

a. Break file annually.

b. Break file upon completion of microform quality assurance check.

DISPOSITION INSTRUCTIONS:

a. Retire to FRC immediately after file break. Destroy when 10 years old.

b(1). Keep in office until quality assurance check has been completed, then destroy.

(2). Keep in office 10 years, then destroy when no longer needed.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Since 1988, FIFRA has required everyone holding a primary pesticide registration under section 3 or a registration for special local needs under section 24(c) to pay annual registration maintenance fees.

AGENCY-WIDE GUIDANCE: If paper records are not converted to microform, apply disposition b(2) to the paper records. If paper records are converted to microform, they are to be converted in accordance to standards in 36 CFR 1230.10 and 36 CFR 1230.20.

Electronic records such as data bases, spreadsheets, or similar files that augment paper records described in this schedule must be retained for the length of time specified in the schedule.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: A data base tracking system is used to record registrant responses to maintenance fee billings.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

CONTACT POINT:

Name: OPP/PMSD/ISB

Name: Daria Mills

Location: CM2

Mail Code: 7502C

Inclusive Dates: 1988 - present Telephone: 703-305-5410

Volume on Hand (Feet): 4

Office: PMSD/ISB/IRDS

Annual Accumulation: 1
(feet or inches)

Room: 225

EPA SERIES NO. 357H

CONTROL INFORMATION:
RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		11/21/94	

DRAFT OF 11/21/94

U.S. EPA RECORDS CONTROL SCHEDULE

12) SERIES TITLE: Reregistration Case Files

PROGRAM: Pesticides

EPA SERIES NO: 365H

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

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records support reregistration for pesticide products containing active ingredients subject to FIFRA 88 reregistration under Phases 2-5. Files contain registrant response worksheets, correspondence, Federal Register notices, bibliographies, disciplinary and topical summaries, etc. Directory lists case number, review manager, chemical name and number. There are three types of files:

- a. Master files for B, C, and D lists containing product summary and site listing for active ingredient, and data requirement summary and generic data from Automated Response Tracking System (ARTS reports).
- b. Part A files for B, C, and D lists containing Part A forms, correspondence with Part A registrants, and ARTS reports.
- c. Data Doer Company files containing Part B forms for B, C, and D lists, company correspondence, Agency decision letters, DCI and NOIS, science reviews.

Files may contain materials from pre-1988 Data Call-In's or Confidential Business Information which is restricted from public view.

ARRANGEMENT: Arranged by case and chemical number.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper

VITAL RECORD:
No

FUNCTIONS SUPPORTED:
Product registration

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 3(g)
40 CFR 152.60

EPA SERIES NO. 365H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

Disposable

TRANSFER TO FRC PERMITTED:

Yes

FILE BREAK INSTRUCTIONS: Break file when registrant data commitments are final, or when product is canceled or suspended.

DISPOSITION INSTRUCTIONS: Retire to FRC after file break. Destroy 15 years after file break.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Records are essential documentation of program activities. Retention meets program's administrative requirements.

AGENCY-WIDE GUIDANCE: As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witness disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: SRRD/Accelerated
Reregistration Branch
Location: CS1

Inclusive Dates:

Volume on Hand (Feet):

Annual Accumulation:
(feet or inches)

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

CONTACT POINT:

Name: Kathryn Scanlon

Mail Code: 7508W

Telephone: 703-308-8178

Office: 3rd fl.

Room: 33NW

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		11/24/92	11/21/94

DRAFT OF 8/25/98

U.S. EPA RECORDS CONTROL SCHEDULE

13

SERIES TITLE: Label Use Information System (LUIS)

PROGRAM: Pesticides

EPA SERIES NO: 366H

AGENCY FILE CODE: PEST 366

NARA SCHEDULE NO. N1-412-95-2/13

APPLICABILITY: Headquarters

*Superseded
by decision of 02/16/2007*

DRAFT

IDENTIFYING INFORMATION:

DESCRIPTION: LUIS provides automated access to current and accurate information on the legal uses of pesticides as specified by the registered pesticide products labeling. It is a LAN-based data base system developed to manage pesticide use data derived from product labeling, enabling analysis of use data at the individual product level as well as aggregate information of all products containing a specific active ingredient. Formerly known as the Index to Pesticide Chemicals (paper-based system) scheduled separately.

ARRANGEMENT:

TYPE OF RECORDS:

Electronic

SPECIFIC RESTRICTIONS:

None

MEDIUM:

Electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

None

EPA SERIES NO. 366H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Electronic software system: Disposable
- b. Input
- c. Electronic data: Permanent
- d. Output and reports
- e. Supporting documentation: Permanent

TRANSFER TO FRC PERMITTED:

- No
- Dependent on related records
- No
- Dependent on related records
- No

DRAFT

FILE BREAK INSTRUCTIONS:

- a. Break file when superseded by routine software updates or when no longer needed.
- b. Break file according to instructions for EPA 171A - Input/Source Records.
- c. Break file when superseded.
- d. Follow file break instructions for related records.
- e. Break file when superseded, or discontinued, or system terminated.

DISPOSITION INSTRUCTIONS:

- a. Delete when superseded by routine software updates or when no longer needed.
- b. Follow disposition instructions for related records.
- c. Beginning FY 1996, transfer an ASCII or EBCDIC flat file as specified in 36 CFR 1228.188 to the National Archives annually.
- d. Follow disposition instructions for related records.
- e. Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.188. This documentation would be transferred along with the electronic data flat file (item c).

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition for the Index to Pesticide Chemicals, EPA Series 344H, which this system replaces, was previously approved by the National Archives as permanent (NC1-412-85-24/33).

AGENCY-WIDE GUIDANCE: The Index to Pesticide Chemicals is scheduled as EPA 344H.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: BEAD

Location: CS1

Inclusive Dates:

CONTACT POINT:

Name: Tom Harris

Mail Code: 7503W

Telephone: 703-308-8110

EPA SERIES NO. 366H

Volume on Hand (Feet): 80 ft.

Office: Biological & Economic Analysis
Division

Annual Accumulation: 160 ft.
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS: EPA 344H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

DRAFT

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
4/28/95		11/24/92	8/25/98

DRAFT OF 7/10/95

U.S. EPA RECORDS CONTROL SCHEDULE

13) SERIES TITLE: Label Use Information System (LUIS)

PROGRAM: Pesticides

EPA SERIES NO: 366H

NARA SCHEDULE NO. N1-412-95-2/13

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: LUIS provides automated access to current and accurate information on the legal uses of pesticides as specified by the registered pesticide products labeling. It is a LAN-based data base system developed to manage pesticide use data derived from product labeling, enabling analysis of use data at the individual product level as well as aggregate information of all products containing a specific active ingredient. Formerly known as the Index to Pesticide Chemicals (paper-based system) scheduled separately.

ARRANGEMENT:

TYPE OF RECORDS:

Electronic

SPECIFIC RESTRICTIONS:

None

MEDIUM:

Electronic

VITAL RECORD:

No

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

None

EPA SERIES NO. 366H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Electronic software system:
Disposable

TRANSFER TO FRC PERMITTED:

No

b. Input

Dependent on related records

c. Electronic data: Permanent

No

d. Output and reports

Dependent on related records

e. Supporting documentation:
Permanent

No

FILE BREAK INSTRUCTIONS:

a. Break file when superseded by routine software updates or when no longer needed.

b. Break file according to instructions for EPA 171A - Input/Source Records.

c. Break file when superseded.

d. Follow file break instructions for related records.

e. Break file when superseded, or discontinued, or system terminated.

DISPOSITION INSTRUCTIONS:

a. Delete when superseded by routine software updates or when no longer needed.

b. Follow disposition instructions for related records.

c. Beginning FY 1996, transfer an ASCII or EBCDIC flat file as specified in 36 CFR 1228.188 to the National Archives.

d. Follow disposition instructions for related records.

e. Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.188. This documentation would be transferred along with the electronic data flat file (item c).

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition for the Index to Pesticide Chemicals, EPA Series 344H, which this system replaces, was previously approved by the National Archives as permanent (NC1-412-85-24/33).

AGENCY-WIDE GUIDANCE: The Index to Pesticide Chemicals is scheduled as EPA 344H.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: BEAD/BAB

Location: CS1, 4th floor

Inclusive Dates:

CONTACT POINT:

Name: Tom Harris

Mail Code: 7503W

Telephone: 703-308-8110

EPA SERIES NO. 366H

Volume on Hand (Feet): 80 ft.

Office: Biological & Economic Analysis
Division
Room:

Annual Accumulation: 160 ft.
(feet or inches)

CONTROL INFORMATION:

RELATED ITEMS: EPA 344H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		11/24/92	7/10/95

DRAFT OF 5/17/95

U.S. EPA RECORDS CONTROL SCHEDULE

14) SERIES TITLE: Endangered Species Map File

PROGRAM: Pesticides

EPA SERIES NO: 318H

NARA SCHEDULE NO. Pending

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: File contains 8-1/2 x 11 inch endangered species habitat maps submitted by the U.S. Fish and Wildlife Service and States. Map information is used to produce digitized maps of habitat information on endangered species. Maps are updated constantly until issued as an enforceable bulletin in the Federal Register. The file includes correspondence, drafts and final maps, and supporting information from States, the Fish and Wildlife Service, and the U.S. Department of Agriculture.

ARRANGEMENT: Arranged by state and county.

TYPE OF RECORDS:
Case files, maps

SPECIFIC RESTRICTIONS:
None

MEDIUM:
Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
None

EPA SERIES NO. 318H

DISPOSITION INFORMATION:FINAL DISPOSITION:

a. Paper: Permanent

b. Electronic data: Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS: Break file upon issuance of the enforceable bulletin.

DISPOSITION INSTRUCTIONS:

a. Keep inactive materials in office 5 years after file break, then retire to FRC. Transfer to NARA when 10 years old.

b. Keep electronic data for 5 years after file break, then delete.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: The Endangered Species Maps are unique cartographic data prepared by the program office with information supplies from other Federal and State agencies. Data is currently maintained by contractors on an autocad system but plans are underway to migrate to ARCINFO (ARCVIEW II). Electronic transfer of data is not possible at the present time since transference of spatial data to ASCII or EBCDIC would result in the loss of a significant amount of data.

AGENCY-WIDE GUIDANCE: Information on how the maps were developed should be retired to the FRC along with the maps.

Electronic records such as data bases, spreadsheets, or similar files which replace or augment paper records described in this schedule must be retained for the same length of time as the paper records.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:CUSTODIAL INFORMATION:CONTROLLING UNIT:

Name: OPP/EEB/EFED

Location: CM2

Inclusive Dates: 1987 - present

Volume on Hand (Feet): 5 ft.

Annual Accumulation: .25 ft.
(feet or inches)CONTACT POINT:

Name: Mary Hood

Mail Code: 7507C

Telephone: 703-305-5499

Office: EEB/EFED

Room: 1014A

CONTROL INFORMATION:RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		10/19/94	5/17/95

DRAFT OF 8/29/95

U.S. EPA RECORDS CONTROL SCHEDULE

15) SERIES TITLE: Laboratory Test Reports

PROGRAM: Pesticides

EPA SERIES NO: 337A

NARA SCHEDULE NO. N1-412-95-2/15

APPLICABILITY: Agency-wide

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of laboratory reports of the receipt and tests made on pesticide samples. Includes forms 8500-6, 8550-11, 8500-12, and 8510-14, used to log samples. Tests are done in the context of State or EPA regional support. Cases may result in litigation.

ARRANGEMENT: Arranged chronologically.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:

MEDIUM:
Paper

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations and enforcement

SPECIFIC LEGAL REQUIREMENTS:

EPA SERIES NO. 337A

DISPOSITION INFORMATION:

FINAL DISPOSITION:
Disposable

TRANSFER TO FRC PERMITTED:
Yes

FILE BREAK INSTRUCTIONS: See disposition instructions.

DISPOSITION INSTRUCTIONS: Keep in the laboratory installation for 10 years, then destroy. Records may be retired to FRC prior to destruction date if volume warrants.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition has been changed from 20 to 10 years based on the period of time the information is useful to the program. Applicability has been expanded to Agency-wide.

AGENCY-WIDE GUIDANCE:

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: Market Basket Surveys may be retired under this series.

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: BEAD/ACB/ACS

Location: Beltsville, MD

Inclusive Dates: 1980 - present

Volume on Hand (Feet): 15 lin. ft.

Annual Accumulation: 6 in.
(feet or inches)

CONTACT POINT:

Name: Ted Czerkowicz

Mail Code: 7503W

Telephone: 301-504-8363

Office: BEAD/Microbiology Lab

Room:

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS: NC1-412-76-9/68

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		9/2/92	8/29/95

DRAFT OF 11/22/95

U.S. EPA RECORDS CONTROL SCHEDULE

16) SERIES TITLE: Compact Label File (CLF)

PROGRAM: Pesticides

EPA SERIES NO: 363H

NARA SCHEDULE NO. N1-412-95-2/16

(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of a microfiche collection of pesticide product labels. Source documents are contained within registration jackets and are subject to disposition as per EPA 315H of this schedule. File includes a cumulative COMFICHE index which is updated quarterly and is distributed with the fiche.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:

MEDIUM:
Paper, microfilm

VITAL RECORD:

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:

EPA SERIES NO. 363H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Microform: Disposable

b. Paper copies (microformed):
Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS: Break file upon completion of microform quality assurance check.

DISPOSITION INSTRUCTIONS:

a. Retire to the WNRC annually. Retain in the WNRC for 65 years, then destroy. EPA will identify any individual fiche needing additional retention prior to destruction. Keep working copies until no longer needed, then destroy.

b. Keep in office until quality assurance check has been completed, then destroy.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition previously approved by the National Archives.

AGENCY-WIDE GUIDANCE: Pesticides Registration Documents are scheduled as EPA 315H and Label Use Information System (LUIS) as EPA 366H.

If paper records not converted to microform, apply disposition a to the paper records. If paper records are converted to microform, they are to be converted in accordance to standards in 36 CFR 1230.10 and 36 CFR 1230.20.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: DMS/ISB

Location: CM2

Inclusive Dates: 1976 -

Volume on Hand (Feet):

Annual Accumulation: 4500
(feet or inches)

CONTACT POINT:

Name: BeWanda Alexander

Mail Code: 7502C

Telephone: 703-305-5259

Office: PMSD

Room: 240

CONTROL INFORMATION:

RELATED ITEMS: EPA 315H, EPA 366H

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		10/8/92	11/22/95



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

4/28/95
Jim

APR 28 1995

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

James J. Hastings, Director
Records Appraisal and Disposition Division (NIR)
Office of Records Administration
National Archives at College Park
8601 Adelphi Road / NC - Room 2100
College Park, MD 20740 - 6001

Dear Mr. ^{Jim} ~~Hastings~~,

Enclosed is an SF-115 submission covering the Environmental Protection Agency (EPA) Headquarters-wide records of the Office of Prevention, Pesticides and Toxic Substances, Office of Pesticides Program (OPP). This submission covers paper, electronic and microfilmed records.

The schedules are attached for your review. Many of the records in the attached series have been identified by their systems managers in OPP as having information subject to the Federal Insecticide, Fungicide, and Rodenticide Act. Additionally, there are several schedules that could contain Confidential Business Information or that may be subject to a section in the Code of Federal Regulations.

This SF-115 submission is part of the series of submissions that you will receive as EPA systematically revises its disposition schedules. In response to the recommendations made by NARA in its evaluation of EPA's records management program, we will be compiling all of the approved revised schedules into an appendix to our records management manual, and distributing it in automated form to our Agency staff.

We appreciate your prompt attention to this matter. If you have any questions, please contact me at (202) 260-5911. My mailing address is U.S. EPA, Mail Code 3404, 401 M Street, SW, Washington, DC 20460. I look forward to working with you and your staff during the schedule review process.

Sincerely,

Michael L. Miller
Agency Records Officer



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contains at least 50% recycled fiber