

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
U.S. Environmental Protection Agency

2. MAJOR SUBDIVISION  
Office of Pesticides Programs

3. MINOR SUBDIVISION  
Information Resources and Services Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Rachel Van Wingen

5. TELEPHONE  
202-260-9709

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-412-99-13

DATE RECEIVED  
6-14-99

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES  
3-23-00 *[Signature]*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested

DATE: 5/24/99  
SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*  
TITLE: Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached U.S. EPA Records Schedule 362		

*Agency NWMD, NWMD*

DRAFT OF 5/18/99

U.S. EPA RECORDS SCHEDULE

**SERIES TITLE:** Company Transfer Correspondence File

**PROGRAM:** Pesticides

**EPA SERIES NO:** 362

**AGENCY FILE CODE:** PEST 362

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**NARA SCHEDULE NO.** Pending

(Use this number to retire records to the FRC)

**APPLICABILITY:** Headquarters

IDENTIFYING INFORMATION:

**DESCRIPTION:** Records consist of correspondence, transfer agreements, affirmation documents, and other supporting documentation that document the transfer/ownership of companies, products, and data.

- a. Paper records;
- b. Microfilm records;
- c. Electronic versions created by electronic mail and word processing applications.

**ARRANGEMENT:** Arranged by company number.

**TYPE OF RECORDS:**

Case file

**SPECIFIC RESTRICTIONS:**

None

**MEDIUM:**

Paper, microfilm, electronic

**VITAL RECORD:**

Yes

**FUNCTIONS SUPPORTED:**

Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

Federal Insecticide, Fungicide, and Rodenticide Act, as amended

**EPA SERIES NO. 362**

**DISPOSITION INFORMATION:**

**FINAL DISPOSITION:**

a. Disposable

**TRANSFER TO FRC PERMITTED:**

Yes

b. Disposable

Yes

c. Disposable

No

**FILE BREAK INSTRUCTIONS:** Break file at end of calendar year.

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**DISPOSITION INSTRUCTIONS:**

a. Keep in office 2 years, then retire to FRC. Destroy when 20 years old. If microfilmed, destroy paper after completion of inspections and corrections to film.

b. Retire silver master to the FRC after completion of inspections and corrections, along with finding aids and indexes. Retain one or more sets of diazo copies for office use. Destroy when 20 years old.

c. Delete when record copy is generated.

**APPLICATION GUIDANCE:**

**REASONS FOR DISPOSITION:** Records contain one-of-a-kind information that is used to support registration and enforcement actions.

**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.

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**

**CUSTODIAL INFORMATION:**

**CONTROLLING UNIT:**

**CONTACT POINT:**

**Name:** Information Resources and Services Division

**Name:** Donna Parker

**Location:** CM2

**Mail Code:** 7502C

**Inclusive Dates:** 1987 - present

**Telephone:**

**Volume on Hand (Feet):** 4 ft.

**Office:** Information Services Branch

**Annual Accumulation:** 2 ft.  
(feet or inches)

**Room:**

**CONTROL INFORMATION:**

**RELATED ITEMS:** EPA 315, EPA 327

**PREVIOUSLY APPROVED BY**

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

EPA SERIES NO. 362

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Approval Date EPA	Approval Date NARA	Entry Date 10/26/94	Last Modified 5/18/99
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