

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-99-013

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-412-07-050.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 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 <i>N1-412-99-13</i>	
DATE RECEIVED <i>6-14-99</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>3-23-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>3</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 <i>5/24/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Rachel Van Wingen	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 GRS OR SUPERSEDED JOB CITATION	10.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		

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

DRAFT

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
- b. Disposable
- c. Disposable

TRANSFER TO FRC PERMITTED:

- Yes
- Yes
- No

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

DRAFT

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:

Name: Information Resources and Services Division

Location: CM2

Inclusive Dates: 1987 - present

Volume on Hand (Feet): 4 ft.

Annual Accumulation: 2 ft.
(feet or inches)

CONTACT POINT:

Name: Donna Parker

Mail Code: 7502C

Telephone:

Office: Information Services Branch

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

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

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