

Rec'd NCU 2 Apr 80 NJ

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

| | |
|--|--|
| LEAVE BLANK | |
| JOB NO | NCL-412-80-1 |
| DATE RECEIVED | 4-2-80 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 4-5-82 Date | <i>[Signature]</i> Archivist of the United States |

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Program Support Division

3. MINOR SUBDIVISION
Information Services Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Thomas Tasker

5. TEL. EXT.
755-0840

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|--------------------|--|---|
| C. DATE 3/27/80 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Harold R. Masters | E. TITLE Chief, Administrative Management Branch |
|--------------------|--|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---|--|---------------------|------------------|
| EPA Schedule Appendix C Schedule No. 16 Items 2 & 17 | <p>Request a revision of the EPA Records Schedules for the attached series of records.</p> <p>The retention period currently in effect for these records places a requirement on Information Services Branch, Office of Pesticide Programs to keep data in two record modes (paper and microfiche) paper records for a period of 20 years and the microfilm records permanently. This dual method of file maintenance does not lend itself to acceptable management practice, nor is it cost justified. The attached records control schedule items should be revised for the following reasons.</p> <ol style="list-style-type: none"> To meet a substantially increased program need, a technical document management system (TDMS), combining computer and micrographic technology, is currently undergoing installation within OPP. All current and future technical material received and/or generated in paper mode will be recorded on microfiche for management use. After microfilming, the original paper record will not be used in EPA's normal course of business and need not be retained for that purpose. | | |

6 items

115-107 Agency copy sent 4/15/82 JK
Closed Out: 4/15/82: *[Signature]*

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

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3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

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| | <p>2. Since the microfiche record system is designed to support all of OPP's technical document requirements, the inactive original paper records do not need to be retained in expensive EPA office space for more than six months after filming onto microfiche. This will provide a six-month quality assurance period for the related microfiche record.</p> <p>3. ISB currently has in its library approximately 2200 linear feet of technical data in paper mode. It is experiencing a growth rate of about 15 linear feet per month and, under current operating constraints, will reach maximum storage capacity in its present facility in about three years.</p> | | |

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

16

TITLE OF SCHEDULE

PESTICIDE PROGRAM RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

2. Technical Data - Petition for a Tolerance and Registration. Laboratory and Field Test Data. Binders and folders containing data submitted by manufacturers in support of petition for a tolerance. Data covers pesticide identification, applications, animal and other biological test data, test methods, residue removal, and proposed tolerance. These documents will be retained on microform produced in accordance with 41 CFR 101-11.506 used in accordance with 41 CFR 101-11.508. Note: The documents contain trade secrets and are therefore restricted from public use. Arranged numerically by registration number.

Retention:

- a. Paper Records. Retain until conversion to microform has been completed.
- b. Microform Copy. Permanent.

Disposition:

- a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy.
- b. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.
- c. Permanent Microform Copy. ^{maintain} Send silver halide duplicate microform record plus one copy (silver, diazo, or vesicular) to ~~NCD~~ after conversion has been completed ~~for storage in NND vault.~~ Offer to NARS when 20 years old.

17. Technical Data - Experimental Permit. Reports submitted by the experimenter prior to and during the experiment regarding product use, effect, toxic properties, residues, and analytical methods used in or obtained through experimentation. These documents will be retained on microform produced in accordance with 41 CFR 101-11.506 and used in accordance with 41 CFR 101-11.508. Note: These documents contain trade secrets and are therefore restricted from public use. Arranged numerically by registration number.

Retention:

- a. Paper Records. Retain until conversion to microform has been completed.
- b. Microform Copy. Permanent.

Disposition:

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RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

16

TITLE OF SCHEDULE
PESTICIDE PROGRAM RECORDS

COVERAGE OF SCHEDULE
APPLICABLE HEADQUARTERS OFFICE

| ITEM NO. | NAME AND DESCRIPTION OF RECORD/FILE | RETENTION PERIOD AND DISPOSITION |
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| 2. | <p><u>Technical Data - Petition for a Tolerance and Registration.</u> Laboratory and Field Test Data. Binders and folders containing data submitted by manufacturers in support of petition for a tolerance. Data covers pesticide identification, applications, animal and other biological test data, test methods, residue removal, and proposed tolerance. These documents will be retained on microform produced in accordance with 41 CFR 101-11.506 used in accordance with 41 CFR 101-11.508. Note: The documents contain trade secrets and are therefore restricted from public use. Arranged numerically by registration number.</p> | <p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain until conversion to microform has been completed.</p> <p>b. <u>Microform Copy.</u> Permanent</p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office until conversion to microform has been completed, then destroy.</p> <p>b. <u>Microform Copy.</u> Keep working copy in office until no longer needed, then destroy. Send silver halide duplicate microform record plus one copy (silver, diazo, or vesicular) to NARS after conversion has been completed.</p> |
| 17. | <p><u>Technical Data - Experimental Permit.</u> Reports submitted by the experimenter prior to and during the experiment regarding product use, effect, toxic properties, residues, and analytical methods used in or obtained through experimentation. These documents will be retained on microform produced in accordance with 41 CFR 101-11.506 and used in accordance with 41 CFR 101-11.508. Note: These documents contain trade secrets and are therefore restricted from public use. Arranged numerically by registration number.</p> | <p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain until conversion to microform has been completed.</p> <p>b. <u>Microform Copy.</u> Permanent.</p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office until conversion to microform has been completed, then destroy.</p> <p>b. <u>Microform Copy.</u> Keep working copy in office until no longer needed, then destroy. Send silver halide duplicate microform record plus one copy (silver, diazo, or vesicular) to NARS after conversion has been completed.</p> |

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO

TITLE OF SCHEDULE

FINANCIAL MANAGEMENT - ACCOUNTING RECORDS

COVERAGE OF SCHEDULE

AGENCYWIDE

18

LTFFM
NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

- (1) Monthly General Ledger Report (FMO-4)
- (2) General Ledger Trial Balance (FMO-5)
- (3) Travel Advance Report (FMO-7) (yearend only)
- (4) Travel Advance Subsidiary Cards (SF-1038)
- (5) Accounts Receivables; copies of supporting documents; bills, salary advance forms (EPA 2560-3)
- (6) Documents in support of advances & prepayments
- (7) Letter of Credit documents and records
- (8) Documents supporting equipment, real property, and storeroom accounts
- (9) Cashier authorizations and verifications
- (10) Treasury Reports on Accrued Expenditures and Receipts (BA 6627, 6628)

b. Other Copies.

Retention: As below.

Disposition: Destroy at end of pay cycle.

3. Records Relating to the Availability, Disbursement, Collection, Custody, and Deposit of Funds.

- a. General Accounting Office site audit copies of the following documents.

Retention: As below.

NOTE: Transfer to Federal Records Center under Record Group Number 217.

Disposition: Break file at end of fiscal year. Keep in office until audited by General Accounting Office or for 3 years, whichever is earlier then transfer to Federal Records Center. If records were created prior to July 2, 1975, they will be destroyed 10 years and 3 months after the period of account. Documents created on or after that date will be destroyed 6 years and 3 months after period of account.

APPENDIX B

B-18-2

TN-28
11/13/78

RECORDS MANAGEMENT MANUAL

TN-28
11/13/78

B-18-3

APPENDIX B

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

FINANCIAL MANAGEMENT - ACCOUNTING RECORDS

COVERAGE OF SCHEDULE

AGENCYWIDE

18

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

- (1) Appropriation Warrants
 - (2) Non-Expenditure Transfers (SF-1151)
 - (3) Statement of Transactions (SF-224)
 - (4) Statement of Transaction worksheet and listing
 - (5) Statement of Differences (BA 6652)
 - (6) Disbursing Fund Report (BA 6653)
 - (7) Undisbursed Appropriation Accounts Trial Balance (BA 6654)
 - (8) Receipt Accounts Trial Balance (BA 6655)
 - (9) Disbursement Schedules (SF-1166, 1167, 1080, 1081, GSA 789, etc.)
 - (10) Certificates of Deposit (SF-219)
 - (11) Schedules of Collection (EPA 2505-3)
 - (12) Schedules of Canceled Checks, undeliverable checks, Treasury Debit Vouchers, and Appropriation Adjustments (SF-1097), Treasury Journal Vouchers, and 10TV registers and accomplished documents.
 - (13) Disbursement vouchers including paid invoices, receiving data, and authorization orders for purchases, advertising, contracts, grants, travel, transportation, GSA requisitions, and other disbursements including refund vouchers.
- b. All other Copies.

4. Correspondence Files Relating to Accounting Operations, Administrative Audit, Claims, Advances, etc.

Retention: Retain 3 years.

Disposition: Keep in office for 3 years, then destroy.

Retention: Retain 3 years.

Disposition: Break file at end of year. Keep in office for 3 years, then destroy.

RECORDS MANAGEMENT MANUAL