

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)		JOB NUMBER 71-412-02-3	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 2-22-2002	
1 FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Enforcement and Compliance Assurance		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5 TELEPHONE 202-260-1324	DATE 1-14-03	ARCHIVIST OF THE UNITED STATES John W. Paul
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 2/8/2002	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 264 - Section Seven Tracking (SSTS)		
cc NWMD, NWMDA, Agency			

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Environmental Protection Agency

2 MAJOR SUBDIVISION
Office of Enforcement and Compliance Assurance

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Chris O'Donnell

5 TELEPHONE

202-260-1324

LEAVE BLANK (NARA use only)

JOB NUMBER

71-412-02-3

DATE RECEIVED

2-22-2002

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

1-14-03 H.W. Carl

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,

X

is not required;

is attached, or

has been requested

DATE _____

2/8/2002

SIGNATURE OF AGENCY REPRESENTATIVE

Chris O'Donnell

SALESMAN'S NAME: CHRIS D'ANNUNZIO
 TITLE: SALES REPRESENTATIVE
 SIGNATURE: Chris D'Annunzio

TITLE

Agency Records Officer

7
ITEM
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached U. S. EPA 264 - Section Seven Tracking (SSTS)

9 GRS OR
SUPERSEDED
JOB CITATION

10 ACTION
TAKEN (NARA
USE ONLY)

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

EPA Records Schedule 264

Status: Final, 10/31/2009

Title: Section Seven Tracking System (SSTS)

Program: Compliance Monitoring

Applicability: Agency-wide

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.

- N1-412-02-3

Description:

The Section Seven Tracking system (SSTS) is a database containing company, establishment registration data, and annual pesticide production reports.

Predecessor systems include: Establishment Registration Support System (ERSS) (1974); FIFRA and TSCA Enforcement System (FATES) (1979), FATES was split in 1986 into FATES and FIFRA/TSCA Tracking System (FTTS), SSTS was created in 1991.

Disposition Instructions:

Item a: Electronic software program

This item is to be used only by the Office of Enforcement and Compliance Assurance, Office of Compliance, Agriculture Division at Headquarters.

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

Item b(1): Input - Paper

- **Disposable**
- Close when information has been entered into the system.
- Destroy 7 years after file closure. Shred submissions with confidential information.

Item b(2): Input - Electronic

- **Disposable**
- Close when information has been entered into the system.
- Delete earliest year after closure

Item c: Electronic data

This item is to be used only by the Office of Enforcement and Compliance Assurance, Office of Compliance, Agriculture Division at Headquarters.

- **Permanent**
- Close at the end of the reporting year.
- Transfer data annually to the National Archives, as specified in 36 CFR 1235.44-1235.50 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: System documentation

This item is to be used only by the Office of Enforcement and Compliance Assurance, Office of Compliance, Agriculture Division at Headquarters.

- **Permanent**
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives annually, as specified in 36 CFR 1235.44-1235.50. Documentation is transferred with the electronic data (item c).

Guidance:

Pesticide producing establishments printouts maintained in regional offices are scheduled as EPA 277.

Input to the system takes place at the regional level as well as headquarters. The system maintains 5 years of data. To accomplish this, once a year the system deletes "year one" data.

Reasons for Disposition:

The following change was made in the 10/31/2009 version:

- Revised wording of disposition instructions for item a.

The following changes were made in the 08/31/2008 version:

- Revised schedule title
- Updated contact information.

The following changes were made in the 04/30/2008 version:

- Added applicability to disposition items a, c and e.
- Revised title of disposition item e.

This tracking system is the only one that registers pesticide producing establishments, therefore NARA recommended that the data be appraised as permanent rather than temporary.

Custodians:

Office of Enforcement and Compliance Assurance, Office of Compliance, Agriculture Division

- **Contact:** Michelle Stevenson
- **Telephone:** 202-564-4203

Related Schedules:

EPA 277

Previous NARA Disposal Authority:

Entry: 01/04/1993

EPA Approval: 02/08/2002

NARA Approval: 01/14/2003