

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) Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Prevention, Pesticides and Toxic Substances	
3. MINOR SUBDIVISION Health Effects Division, Chemistry and Exposure Branch	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER 71-412-03-12	
DATE RECEIVED 5-22-2003	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 9-3-03	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 4 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 5/14/2003	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>Chris O'Donnell</i>	TITLE Agency Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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	See attached U.S. EPA - 352 - Incident Data System (IDS)		WITHDRAWN

WITHDRAWN 9/3/03

cc Agency NWM E

U.S. EPA RECORDS SCHEDULE 352

DRAFT: 7/3/02

SERIES TITLE:

Incident Data System (IDS)

PROGRAM:

Pesticides

EPA SERIES NO:

352

AGENCY FILE CODE:

PEST 352

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Headquarters

DESCRIPTION:

Includes summary data related to accidents and incidents under FIFRA 6(a)2 levels (adverse health effects) reported by industry, government agencies, and the public. The data is used to access statistics on pesticide accident episodes involving human, animal, and environmental injuries, and serves as a retrieval system to the case files used in chemical reviews of pesticide products to defend or deny a registration.

IDS replaces the Pesticide Incident Reporting Monitoring System Master File and the Pesticide Episode Report System.

DISPOSITION INFORMATION:

a. Electronic software program

Disposable.

Break file when superseded or obsolete, then delete after quality assurance check completed, or when no longer needed.

b. Input

Disposable.

See EPA 341 - Pesticide Incident Documents.

c(1). Electronic data - optical images

Permanent.

Break file at the completion of the input documents (item b). Transfer to the National Archives up to 2 years after file break. At the time of transfer, NARA and EPA will determine medium and format in which records will be transferred.

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EPA will also transfer any indexes or other records maintained for the management, search, and retrieval of files that are needed to ensure preservation of the official record in full and/or to permit ready access to files after they are sent to NARA. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at the time. If transfer in electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to microform.

c(2). Electronic data - CD-ROM copies

Disposable.

Delete/destroy when no longer needed for audit, legal, administrative, or other operational purposes.

d. Output and reports

Varies.

File with related records and follow instructions for related records.

e. Supporting documentation

Permanent.

Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives with item c.

ARRANGEMENT:

Not applicable.

TYPE OF RECORDS:

Data files

SPECIFIC RESTRICTIONS:

Confidential business information

MEDIUM:

Electronic

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 6(a)2

REASONS FOR DISPOSITION:

IDS supports the regulatory decisions on pesticide products and replaces two systems which were approved as permanent. The Pesticide Incident Reporting Monitoring System Master File (PIMS) was approved as NC1-412-85-24/34 (EPA 345) and the Pesticides Episode Report System was approved as NC1-412-85-24/35 (EPA 346).

AGENCY-WIDE GUIDANCE:

Since 2001, incident reports are being scanned and imaged onto CD-ROM. Prior to that time, all incident reports are in microfiche. Until the new format is accepted by the National Archives, the scanned paper documents will be retired to

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the FRC. If the CD-ROM is not accepted as a medium, the paper copy will be the official record and the CD-ROM will be used as an office reference copy.

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:

CONTROLLING UNIT:

Unit:

Office of Prevention, Pesticides, and Toxic Substances

Location:

Crystal Mall 2

Inclusive Dates:

Volume on Hand (feet):

Annual Accumulation (feet or inches):

CONTACT POINT:

Contact:

Jerome (Jerry) Blondell

Mail Code:

7505C

Telephone:

703-305-5336

Office:

Health Effects Division, Chemistry and Exposure Branch

RELATED ITEMS:

EPA 341

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:

NC1-412-85-24/34 and 35

Approval Date EPA:

Approval Date NARA:

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Entry Date:

6/27/02

Last Modified:

7/3/02

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