

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-04-013

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by N1-412-07-043.

Date Reported: 08/31/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>71-412-04-13</b>	
1. FROM (Agency or establishment) U. S. Environmental Protection Agency		DATE RECEIVED <b>9-22-2004</b>	
2. MAJOR SUBDIVISION Office of Prevention, Pesticides, and Toxic Substances		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Analytical Chemistry Laboratory		DATE <b>12-19-04</b> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669		

<b>6. AGENCY CERTIFICATION</b> 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>4</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="checked" type="checkbox"/>	is not required;	<input type="checkbox"/>	is attached; or	<input type="checkbox"/>	has been requested.
DATE <b>9/13/04</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris O'Donnell</i>	TITLE Agency Record Officer			

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>CC Agency, NR, NWMW</i>	339 - Test Method Evaluation Records		



This schedule is under development and MAY NOT be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

## EPA Records Schedule 339

**Development:** 12/17/2003

**Title:** Test Method Evaluation Records

**Program:** Pesticides

**Applicability:** Headquarters

**Agency File Code:** PEST 339

**NARA Disposal Authority:**

- Pending

**Description:**

Includes records related to review, evaluation, modification and validation of test methods used for the analysis of environmental samples, food, feed and pesticide products. Records consist of methods and results.

**Disposition Instructions:**

**Item a:** Record copy of methods reports, methods and essential laboratory raw data such as chromatograms and original test method data submitted by companies

- Disposable
- Break file at end of fiscal year. Keep in office 10 years, then retire to FRC. Destroy when 25 years old.

**Item b:** Record copy of non-essential supporting documentation such as extra copies of submissions, non-reportable data, etc.

- Disposable
- Break file at end of fiscal year. Keep in office 5 years, then destroy.

**Item c:** Electronic copies created with word processing and electronic mail applications

- Disposable
- Delete when record copy is generated.

**Arrangement:** Arranged sequentially by project number.

**Type of Records:** Case files

**Format:** Electronic, Paper

**Functions Supported:** Pesticides Program

**Specific Restrictions:**

- None

**Specific Legal Requirements:**

**Reasons for Disposition:**

This schedule item replaces NC1-412-85-24/28. Previous retention was 20 years for all records in this series. Retention for subitem a, methods reports, methods and essential laboratory raw data has been increased to 25 years to meet current program office needs. Retention for subitem b, supporting non-essential documentation, has been decreased to 5 years based on the expected period of time the non-essential information is useful to the program. Subitem c, for electronic copies has been added.

**Agency-wide Guidance:**

**Program Office Guidance:**

**Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Analytical Chemistry Laboratory

- **Contact:** Theresa Cole
- **Mail Code:** 7503W
- **Telephone:** 410-305-2907
- **Location:** Environmental Service Center, Fort Meade, MD
- **Inclusive Dates:** 1974 - present
- **Volume on Hand:**
- **Annual Accumulation:**

Office of Prevention, Pesticides, and Toxic Substances

- **Contact:** Gerry Pierce
- **Mail Code:** 7503ECB
- **Telephone:** 228-688-3217
- **Location:** Environmental Chemistry Laboratory, Stennis Space Center, MS
- **Inclusive Dates:** 1974 - present
- **Volume on Hand:**

- **Annual Accumulation:**

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-76-9/28, NC1-412-85-24/28

**EPA Approval Date:** Pending

**NARA Approval Date:** Pending

**Entry Date:** 09/03/1992

**Last Modified Date:** 12/17/2003

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Last updated on Friday, July 2nd, 2004

URL: <http://intranet.epa.gov/records/schedule/devel/339.htm>