

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-07-038

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by DAA-0412-2013-0021.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-412-07-38</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11/11/07</i>	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		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 Adisposition not approved or Awithdrawn in column 10.	
2. MAJOR SUBDIVISION Pesticides			
3. MINOR SUBDIVISION Headquarters			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE <i>3/14/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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 2 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>1-8-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John B. Ellis</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)

EPA 314 State Plans for Applicator Certification

N1-412-95-2/1

8/29/07 Copies sat to Agency

EPA Records Schedule 314

Status: Final, 02/29/2008

Title: State Plans for Applicator Certification

Program: Pesticides

Applicability: Headquarters

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.

- N1-412-07-38

Description:

Contains plans for certification of applicators of restricted use pesticides submitted by states, U.S. territories, Indian tribes and other federal agencies. Files also include Federal Register notices, training manuals, and reference materials.

Disposition Instructions:

Item a(1): Record copy - Nonelectronic

- **Permanent**
- Close inactive records when states submit new plans.
- Transfer to the National Archives 10 years after file closure. If record is microform, destroy paper after quality assurance is completed.

Item a(2): Record copy - Electronic

- **Permanent**
- Close inactive records when states submit new plans.

- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

Item a(3): Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

Guidance:

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20.

Copies maintained in the regions are to be retained according to the disposition instructions for EPA 203 for state oversight.

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 4 and 26
- 40 CFR Part 171.7

Reasons for Disposition:

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

The following disposition items were changed in the 12/20/2006 version:

- Item a - Official copy - microformed was changed to Record copy.
- Item b - Paper copy - microformed was deleted and combined with item a.
- Item c - Office microform copy was deleted as nonrecord materials.

Item d for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Certification and Worker Protection Branch

- **Contact:**
- **Telephone:**

Related Schedules:

EPA203

Previous NARA Disposal Authority:

N1-412-95-2/1

Entry: 09/01/1992

EPA Approval: 01/08/2007

NARA Approval: 08/14/2007