

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-07-039

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by DAA-0412-2013-0021.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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>N1-412-07-39</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>11/16/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alba 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 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, <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 GRS OR SUPERSEDED JOB CITATION	10.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 315 Pesticides Registration Documents

N1-412-95-2/2

8/29/07 copies sent to Agency

115-109

PREVIOUS EDITION NOT USABLE

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

EPA Records Schedule 315

Status: Final, 02/29/2008

Title: Pesticides Registration Documents

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.

- N1-412-07-39

Description:

Records support the pesticide product registration process. Files contain trade secrets and are restricted from public use.

Registration jackets include the application for new registration of a pesticide, confidential statement of formula, enforcement action, product label, label change recommendations, chemical reviews, reports and materials supporting label citations, enforcement case reviews, cancellation notices, certified mail receipts, products, formulas, and related registration records.

Experimental use product jackets (EUPs) include the application for experimental use, product label, application data, EPA briefing paper (covering formulation, crop and rate of application, product characteristics, toxicity evaluation and recommendations), and acceptance or rejection letter.

Pesticide tolerance petition jackets include correspondence between EPA and pesticide manufacturers regarding petitions for tolerance, and may include product labels and updates, applications for temporary permits, chemical analysis reports, rejection notices, pesticide petition resumes, Federal Register notices, interoffice memos, inert ingredient tolerance/tolerance exemption petitions and other related documents.

24c applications by state include the applicant's name and address, product name, issue date, expiration date, toxicity, pesticide form, pesticide type(s), chemical active ingredients, and percent concentration of each ingredient, and sites and pests.

Disposition Instructions:

Item a: Registration jackets

- **Disposable**
- Close inactive records when product canceled or withdrawn.
- Destroy 15 years after file closure.

Item b: Experimental use product jackets (EUPs)

- **Disposable**
- Close inactive records when experimental use is completed or rejected.
- Destroy 15 years after file closure.

Item c(1)(a): Established tolerances - Pesticide tolerance petition jackets - Nonelectronic

- **Permanent**
- Close inactive records when tolerance is established.
- Transfer to the National Archives 13 years after file closure.

Item c(1)(b): Established tolerances - Pesticide tolerance petition jackets - Electronic

- **Permanent**
- Close inactive records when tolerance is established.
- 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 c(1)(c): Established tolerances - Pesticide tolerance petition jackets - 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.

Item c(2): Established limited or temporary tolerances - Pesticide tolerance petition jackets

- **Disposable**
- Close inactive records when tolerance is expired.
- Destroy 8 years after file closure.

Item c(3): Inactive tolerances - Pesticide tolerance petition jackets

- **Disposable**
- Close inactive records when product is withdrawn or declared inactive.
- Destroy 8 years after file closure.

Item d: 24c application by state

- **Disposable**
- Close inactive records when product is canceled or withdrawn.
- Destroy 15 years after file closure.

Guidance:

Records containing sensitive information must be shredded or otherwise definitively destroyed to protect confidentiality.

Jackets are checked out only to Agency employees with FIFRA CBI clearance and special bar code. Jackets are tracked in the JACKETS system and maintained in the OPP Information Services Center File Room.

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 3, 5, 24c
- Federal Food, Drug, and Cosmetic Act, Sec. 406, 408
- 40 CFR Parts 152, 162, 172, 180.7

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

Item e 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, Information Services Branch

- **Contact:** Evelyn Alston
- **Telephone:** 703-305-5058

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-76-9/14 and 16, NC1-412-82-14, NC1-412-85-24/4 and 6a, N1-412-95-2/2

Entry: 08/17/1992

EPA Approval: 01/08/2007

NARA Approval: 08/16/2007