

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-07-042

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by DAA-0412-2013-0021.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# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-412-07-42</b>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>1-11-2007</b>	
1. FROM (Agency or establishment) <b>U.S. Environmental Protection Agency</b>		<b>NOTIFICATION TO AGENCY</b>  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 <b>Pesticides</b>			
3. MINOR SUBDIVISION <b>Headquarters</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>John B. Ellis</b>	5. TELEPHONE <b>202-566-1643</b>	DATE <b>8/7/07</b>	ARCHIVIST OF THE UNITED STATES <b>Alan Winters</b>
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 <b>1-8-07</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>John B. Ellis</b>	TITLE <b>Agency Records Officer</b>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

**335**  
 EPA ~~225~~ Pesticide Document Management System  
 (PDMS): Registrant Registered Studies

**N1-412-98-3**

*SA 8/15/07 Copies sent to Agcy, NWMD, NUNE, NUNW, NE*

# EPA Records Schedule 335

**Status:** Final, 02/29/2008

**Title:** Pesticide Document Management System (PDMS): Registrant Registered Studies

**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.

- N1-412-07-42

## **Description:**

Records consist of published and unpublished technical documents submitted to EPA by registrants, experimenters, or other government agencies in support of, but not limited to, registration actions, petitions for tolerances, 24C's, section 18's, registration standards/special reviews, and data call-ins. The records pertain to pesticide chemistry, use, efficacy, residues, toxicology, exposure, and risks assessments, and support registration actions.

## **Disposition Instructions:**

### **Item a(1): Record copy - Nonelectronic**

- **Permanent**
- Close inactive records at end of calendar year.
- Transfer to the National Archives 10 years after file closure. If records are microform, destroy paper after quality assurance is completed.

### **Item a(2): Record copy - Electronic**

- **Permanent**

- Close inactive records at end of calendar year.
- 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 copy is successfully transferred to the National Archives.

**Guidance:**

Records that are microfilmed must meet standards in 36 CFR 1230.10 and 1230.20.

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

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 3(2)
- 40 CFR Part 152

**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 items were changed in the 12/20/2006 version:

- Item a(1) - Paper records dated prior to June 1996 renumbered as item a - Record copy.
- Item a(2) - Paper records dated June 1996 to present deleted and combined with item a.
- Item b(1) - Microform copies dated 1963 to 1996 deleted and combined with item a.
- Item b(2) - Office microform copy dated 1963 to 1996 deleted as nonrecords.

Item c 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, Office of Pesticide Programs,  
Information Resources and Services Division, Information Services Branch

- **Contact:** John Jamula
- **Telephone:** 703-305-6426

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-76-9/2 and 17, NC1-412-80-1/2 and 17, NC1-412-85-24/24 and 32, N1-412-98-3

**Entry:** 09/01/1992

**EPA Approval:** 01/08/2007

**NARA Approval:** 08/07/2007