

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-412-07-49</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>1-16-2007</i>	
1. FROM (Agency or establishment)  U.S. Environmental Protection Agency		<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  Pesticides			
3. MINOR SUBDIVISION  Headquarters			
4. NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis	5. TELEPHONE  202-566-1643	DATE <i>7/10/2007</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 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 GRS OR SUPERSEDED JOB CITATION	10.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 318 Endangered Species Map File

N1-412-95-2/14

*SA* *7/10/07*

**This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.**

# EPA Records Schedule 318

**Status:** Draft, 03/30/2007

**Title:** Endangered Species Map File

**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). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-49

## **Description:**

File contains 8-1/2 x 11 inch endangered species habitat maps submitted by the U.S. Fish and Wildlife Service and states. Map information is used to produce digitized maps of habitat information on endangered species. Maps are updated constantly until issued as an enforceable bulletin in the Federal Register. The file includes correspondence, drafts and final maps, and supporting information from states, the Fish and Wildlife Service, and the U.S. Department of Agriculture.

## **Disposition Instructions:**

### **Item a: Record copy**

- **Permanent**
- Close inactive records upon issuance of the enforceable bulletin.
- Transfer nonelectronic records to the National Archives 30 years after file closure.
- Transfer electronic records 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. Delete EPA reference copy 30 years after file closure.

## **Guidance:**

Specific legal citations include:

- Endangered Species Act of 1973

**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.

Item b for the digitized maps was deleted in the 03/30/2007 version because the schedule was revised as media neutral.

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, Environmental Field Branch

- **Contact:** Mary Powell
- **Telephone:** 703-305-7384

**Related Schedules:****Previous NARA Disposal Authority:**

N1-412-95-2/14

**Entry:** 10/19/1994

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

**NARA Approval:** Pending

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

# EPA Records Schedule 318

**Status:** Development, 12/20/2006

**Title:** Endangered Species Map File

**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). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

## Description:

File contains 8-1/2 x 11 inch endangered species habitat maps submitted by the U.S. Fish and Wildlife Service and States. Map information is used to produce digitized maps of habitat information on endangered species. Maps are updated constantly until issued as an enforceable bulletin in the Federal Register. The file includes correspondence, drafts and final maps, and supporting information from states, the Fish and Wildlife Service, and the U.S. Department of Agriculture.

## Disposition Instructions:

### Item a: Record copy, except digitized maps

- Permanent
- Close inactive records upon issuance of the enforceable bulletin. Transfer nonelectronic records to the National Archives 30 years after file closure. Transfer electronic records to the National Archives every 5 years, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

### Item b: Record copy - digitized maps

- Disposable
- Close inactive records upon issuance of the enforceable bulletin. Destroy 5 years after file closure.

## Guidance:

If records are retired to the FRC, information on how the maps were developed should be retired to the

SUPERSEDED  
BY VERSION OF  
3/30/2007  
(See e-mail of 3/22/2007)

RC along with the maps.

Specific legal citations include:

- Endangered Species Act of 1973

**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.

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

**Custodians:**

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**NARA Approval:** Pending



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

JAN - 9 2007

OFFICE OF  
ENVIRONMENTAL INFORMATION

Yvonne Wilson  
National Archives and Records Administration  
Office of Modern Records Programs  
Life Cycle Management Division (NWML)  
8601 Adelphi Road, Room 5320  
College Park, MD 20740-6001

Dear Ms. Wilson:

Enclosed is a SF-115 submission for records schedule EPA 318 Endangered Species Map File. This submission is part of our effort to systematically revise the schedules with "media neutral" language to allow for the maintenance of the record copy in EPA's electronic recordkeeping system. The previously approved retention periods have not changed.

To assist with your review, an explanation of the schedule fields is available on the EPA Web site at: <http://www.epa.gov/records/policy/schedule/explan.htm>

Please review the schedules and if you have any questions, please contact me at (202) 566-1643. Correspondence regarding this schedule submission should be sent to the following address:

U.S. Environmental Protection Agency  
National Records Management Program  
Mail Code 2822T  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

I look forward to working with you and your staff during the schedule review process. We appreciate your prompt attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "John B. Ellis".

John B. Ellis  
Agency Records Officer

Enclosures