

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-07-050

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by DAA-0412-2013-0017 and DAA-0412-2013-0021.

Date Reported: 08/31/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER "N1-412-07-50"	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3/14/07	
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 5/20/08	ARCHIVIST OF THE UNITED STATES Allen Wanta
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 28 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 3/9/07	SIGNATURE OF AGENCY REPRESENTATIVE John B. Ellis <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 GRS OR SUPERSEDED JOB CITATION	10.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)

1.	EPA 157 Chemical Reviews	N1-412-05-6
2.	EPA 316 Novel Microbial Pesticide (NMP) Files	N1-412-95-2/3
3.	EPA 317 Emergency Exemption Jackets (Section 18s)	NC1-412-81-14
4.	EPA 319 Notice of Supplemental Distribution of a Registered Product	N1-412-95-2/4
5.	EPA 320 Pesticide Chemical Inert Ingredient Master File	N1-412-95-2/5
6.	EPA 325 Reregistration Fees Case Files	N1-412-95-2/7
7.	EPA 327 Company Name and Address Correspondence File	N1-412-95-2/8
8.	EPA 337 Laboratory Test Reports and Supporting Documentation	N1-412-95-2/15
9.	EPA 350 Export Notices of Unregistered Pesticides	N1-412-02-4

10.	EPA 351 Requests for EPA Company Number	N1-412-95-2/10
11.	EPA 354 State/Federal FIFRA Issues Research and Evaluation Group (SFFIREG) Files	NC1-412-85-24/44
12.	EPA 359 Administrative Hearing and Judicial Action Files	NC1-412-85-24/49
13.	EPA 362 Company Transfer Correspondence File	N1-412-99-13
14.	EPA 365 Reregistration Case Files	N1-412-95-2/12

**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 157

**Status:** Development, 12/18/2006

**Title:** Chemical Reviews

**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:

Records consist of complete reviews of chemical compounds. Includes draft reviews, comments, journal articles, lab reports, test products, economic impacts, use analysis or applications covering such areas as pharmacology and toxicology, residues in crops and food items, environmental samples (e.g., soil, sediment, water, fish, grass), human samples and their related materials, lab validations of registrants' methods. The records are used to support risk assessments, benefit assessment, and regulatory actions.

## Disposition Instructions:

### Item a: Record copy

- Disposable
- Close inactive records when review is final. Destroy 18 years after file closure.

## Guidance:

Registration analysis, which is called Screening Level Usage Analysis, is accomplished with the use of three non-EPA databases: Doane Marketing Research, Inc. (DOANE) which is proprietary, National Agricultural Statistics Service (NAS) which is associated with the FDA, and the Department of Pesticide Regulation Pesticide Use Reporting (DPR) located in California.

Scientific Data Reviews are scheduled as EPA 361.

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

**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 electronic copies created with word processing and electronic mail applications was deleted 08/16/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Biological and Economic Analysis Division

- **Contact:** Arnet Jones
- **Telephone:** 703-305-7416

**Related Schedules:**

EPA 361, EPA 366

**Previous NARA Disposal Authority:**

NC1-412-76-9/23, NC1-412-85-24/19 and 27a, N1-412-95-2/9, N1-412-05-6

**Entry:** 09/02/1992

**EPA Approval:** Pending

**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 316

**Status:** Development, 12/18/2006

**Title:** Novel Microbial Pesticide (NMP) Files

**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:**

Records consist of notifications to the Agency pursuant to an interim policy on small scale field testing of non-indigenous or genetically engineered microbials. The notification must be acted upon by the Agency within 90 days prior to testing in order to determine whether an Experimental Use Permit will be required. Records include pertinent correspondence from Office of Pesticide Programs Director and product manager.

## **Disposition Instructions:**

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

- Disposable
- Close inactive records when 90 day Agency evaluation of notification and decision action is completed. If record is paper, keep 90 days, then transfer to Team File Room. Destroy when no longer needed.

## **Guidance:**

NMP information is entered into the Pesticide Regulatory Activity Tracking System (PRATS) scheduled as EPA 089 - Information Tracking Systems.

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

## **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 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, Biopesticides and Pollution Prevention Division

- **Contact:** Phil Hutton
- **Telephone:** 703-308-8260

**Related Schedules:**

EPA 089

**Previous NARA Disposal Authority:**

N1-412-95-2/3

**Entry:** 10/06/1994

**EPA Approval:** Pending

**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 317

**Status:** Development, 12/18/2006

**Title:** Emergency Exemption Jackets (Section 18s)

**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:**

Records consist of state or federal requests to exempt a pesticide from certain provisions of FIFRA. Includes scope of emergency, economics, and residue and efficacy data in support of the request, scientific evaluations, action memorandum, (covers request, problem, economics, science evaluation, recommendation) and acceptance, withdrawal or denial telegram. Also includes reports submitted by state and federal agencies during and after exemption regarding use, effect, results from use under an exemption, and Federal Register Notice for tolerance rate.

### **Disposition Instructions:**

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

- Disposable
- Close inactive records upon expiration of emergency exemption. Destroy 7 years after file closure.

### **Guidance:**

Record copies are maintained by the Regulatory Support Branch, Registration Division at headquarters. Copies maintained in regional offices can be destroyed when no longer needed.

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Sec. 18
- 40 CFR Part 166



**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 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, Regulatory Support Branch

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

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

NC1-412-81-14

**Entry:** 08/20/1992

**EPA Approval:** Pending

**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 319

**Status:** Development, 12/19/2006

**Title:** Notice of Supplemental Distribution of a Registered Product

**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:**

Contains Form 8570-5 submitted by registrants wanting to register another company to distribute their product.

**Disposition Instructions:**

**Item a:** Record copy

- Disposable
- Close inactive records at end of fiscal year. Destroy 10 years after file closure. If records are microformed, destroy paper after quality assurance is completed.

**Guidance:**

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

Form 8570-5 information input into Distributor File Database which is a tracking system covered in EPA 089 - Information Tracking Systems.

Specific legal citations include:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended
- 40 CFR Part 152.132

**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 to the disposition instructions in the 12/19/2006 version:

Item a(1) - Paper records dated prior to 1995 was changed to item a - Record copy.

Item a(2) - Paper records dated after 1995 was deleted and combined with item a.

Item b - Microform records dated prior to 1995 was deleted and combined with item a.

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 Services Branch

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

**Related Schedules:**

EPA 089, EPA 315, EPA 349

**Previous NARA Disposal Authority:**

N1-412-95-2/4

**Entry:** 10/07/1994

**EPA Approval:** Pending

**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 320

**Status:** Development, 02/08/2007

**Title:** Pesticide Chemical Inert Ingredient Master 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:**

Records consist of information on the chemical identity of proprietary trade name products used as inert ingredients in pesticides. Records contain correspondence, Material Safety Data Sheets (MSDS), and chemical identification of proprietary inert ingredient products.

### **Disposition Instructions:**

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

- **Disposable**
- Close inactive records when product no longer manufactured.
- Destroy 15 years after file closure. If records are microformed, destroy paper after quality assurance is completed.

### **Guidance:**

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

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

**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. Item b for the microform copy was deleted and combined with item a. 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:**

Office of Prevention, Pesticides, and Toxic Substances, Office of Pesticide Programs, Registration Support Branch

- **Contact:** Kerry Leifer
- **Telephone:** 703-308-8323

**Related Schedules:**

EPA 315

**Previous NARA Disposal Authority:**

NC1-412-76-9/15, NC1-412-85-24/6b, N1-412-95-2/5

**Entry:** 08/20/1992

**EPA Approval:** Pending

**NARA Approval:** Pending

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Last updated on Friday, March 2nd, 2007

URL: <http://intranet.epa.gov/records/schedule/devel/320.htm>

**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 325

**Status:** Development, 12/18/2006

**Title:** Reregistration Fees Case Files

**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:**

Records support reregistration fee collection for pesticide products containing active ingredients subject to Federal Insecticide, Fungicide, and Rodenticide Act, (FIFRA) '88 reregistration. Files contain registrant market share request submissions, correspondence, copies of reregistration fee invoices, market share request green cards, case specific background information, and reregistration fee historic information. Files may contain materials from data call-ins.

### **Disposition Instructions:**

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

- Disposable
- Close inactive records at end of calendar year. Destroy 10 years after file closure.

### **Guidance:**

Reregistration Case Files are scheduled as EPA 365.

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. 4(I)

**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 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, Biological and Economic Analysis Division

- **Contact:** Jesse Billingslea
- **Telephone:** 703-308-8064

**Related Schedules:**

EPA 365

**Previous NARA Disposal Authority:**

N1-412-95-2/7

**Entry:** 10/06/1994

**EPA Approval:** Pending

**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 327

**Status:** Development, 12/18/2006

**Title:** Company Name and Address Correspondence 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:

Records contain letters of company name and address changes, or agent.

## Disposition Instructions:

### Item a: Record copy

- Disposable
- Close inactive records when new company correspondence received requesting changes. Keep current correspondence; destroy superseded material immediately after file closure.

## Guidance:

The Company Transfer Correspondence File is scheduled as EPA 362.

Company correspondence is used to update ADABASE Company Name and Address file which is downloaded to LAN-based REFS. REFS is scheduled as EPA 088.

## Reasons for Disposition:

The schedule has been revised as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

Item b 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 and Resources Services Division, Information Services Branch

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

**Related Schedules:**

EPA 088, EPA 362

**Previous NARA Disposal Authority:**

NC1-412-76-9/7, NC1-412-85-24/15, N1-412-95-2/8

**Entry:** 08/26/1992

**EPA Approval:** Pending

**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 337

**Status:** Development, 12/19/2006

**Title:** Laboratory Test Reports and Supporting Documentation

**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:**

Records consist of laboratory reports of the receipt and tests made on pesticide samples and supporting documentation. Includes lab raw data, media/reagent preparation records, quality and control records, chain of custody, test results, sterilization and calibration records, temperature and air sampling records, inspection records, state testing program-related correspondence, state SOPs, and other reports and assessments produced by or related to work performed by the OPP labs.

Tests are done in the context of state or EPA regional support. Cases may result in litigation.

## **Disposition Instructions:**

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

- Disposable
- Close inactive records at end of year. Destroy 10 years after file closure.

## **Guidance:**

Market Basket Surveys may be retired under this schedule.

## **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. File closure instructions have been added. The retention is unchanged.

Item b 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, Fort Meade, Micro Lab

- **Contact:** Susan Lawrence
- **Telephone:** 410-305-2954

Office of Prevention, Pesticides, and Toxic Substances, Fort Meade, Analytical Chemistry Lab

- **Contact:** Theresa Cole
- **Telephone:** 410-305-2907

Office of Prevention, Pesticides, and Toxic Substances, Stennis Space Center

- **Contact:** Gerry Pierce
- **Telephone:** 228-688-3217

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

NC1-412-76-9/68, NC1-412-85-24/26, N1-412-95-2/15

**Entry:** 09/02/1992

**EPA Approval:** Pending

**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 350

**Status:** Development, 12/19/2006

**Title:** Export Notices of Unregistered Pesticides

**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:**

Contains Foreign Purchaser Acknowledgment Statements (FPAS). The statements are from exporters of unregistered pesticides with signed statements from foreign purchasers acknowledging that the pesticide is not registered for use in the United States. Also contains annual summary documents from exporters and Agency export notice logs.

## **Disposition Instructions:**

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

- Disposable
- Close inactive records at end of year. Destroy 3 years after file closure.

## **Guidance:**

### **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 electronic copies created with word processing and electronic mail applications deleted 09/26/2006 pursuant to NARA Bulletin 2006-04.

## **Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Office of Pesticide Programs, Field and External Affairs Division

- **Contact:** Cathleen Barnes
- **Telephone:** 703-305-7101

**Related Schedules:**

**Previous NARA Disposal Authority:**

N1-412-02-4

**Entry:** 12/18/1996

**EPA Approval:** Pending

**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 351

**Status:** Development, 12/19/2006

**Title:** Requests for EPA Company Number

**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:**

Records consist of correspondence from entities requesting an EPA company number. Requests come from companies who will be applying for pesticide registrations, companies that will become manufacturing establishments, consortia, distributors of EPA registered products, etc. A copy of the EPA response form letter is attached to each request.

## **Disposition Instructions:**

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

- Disposable
- Close inactive records at end of month. Destroy 3 months after file closure.

## **Guidance:**

Information is entered into the Company Name and Address File module of the Pesticide Regulatory Tracking System - PRATS, included in EPA 089 - Information Tracking Systems.

## **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. File closure instructions have been added. The retention is unchanged.

Item b 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:** Jim Hollins
- **Telephone:** 703-305-5761

**Related Schedules:**

EPA 089

**Previous NARA Disposal Authority:**

N1-412-95-2/10

**Entry:** 11/21/1994

**EPA Approval:** Pending

**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 354

**Status:** Development, 01/03/2007

**Title:** State/Federal FIFRA Issues Research and Evaluation Group (SFFIREG) Files

**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:**

Records consist of verbatim transcripts of meetings, action items, minutes, reports and grants to the Association of American Pesticide Control Officials (AAPCO) for funding of project.

## **Disposition Instructions:**

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

- Disposable
- Close inactive records at end of year. Destroy 12 years after file closure.

## **Guidance:**

### **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 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, Field and External Affairs Division,  
Environmental Field Branch

- **Contact:** Jim Roelofs
- **Telephone:** 703-308-2964

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-85-24/44

**Entry:** 09/16/1992

**EPA Approval:** Pending

**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 359

**Status:** Development, 12/19/2006

**Title:** Administrative Hearing and Judicial Action Files

**Program:** Pesticides

**Applicability:** Headquarters

**Function:** 108-025-08 - Compliance and Enforcement

## 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:

Records consist of case files containing documents on disputed Agency actions heard by Hearing Examiners or Administrative Law Judges. Includes hearing notices, subpoenas, legal briefs, transcripts, judicial opinions, court orders, decisions by Examiners, etc.

Also includes technical support files for General Counsel in securing technical data, obtaining and preparing expert witnesses, reading witnesses for testimony, and providing technical aid to attorneys. Records consist of witness lists and resumes, scenarios, technical data references, journal articles, lab reports, etc.

## Disposition Instructions:

### Item a: Record copy

- Disposable
- Close inactive records upon the completion of the case or hearing. Destroy 15 years after file closure.

## Guidance:

### 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 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, Special Review and Reregistration Division

- **Contact:** Mario Fiol
- **Telephone:** 703-308-8049

Office of Prevention, Pesticides, and Toxic Substances, Environmental Fate and Effects Division

- **Contact:** Dave Brassard
- **Telephone:** 703-305-5932

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-85-24/49

**Entry:** 09/16/1992

**EPA Approval:** Pending

**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 362

**Status:** Development, 12/19/2006

**Title:** Company Transfer Correspondence 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:**

Records consist of correspondence, transfer agreements, affirmation documents, and other supporting documentation that document the transfer/ownership of companies, products, and data.

## **Disposition Instructions:**

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

- Disposable
- Close inactive records at end of calendar year. Destroy 20 years after file closure. If microformed, destroy paper after quality assurance completed.

## **Guidance:**

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

## **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. Item b for microfilm records was deleted and combined with item a. The retention is unchanged.

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

**Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Information Resources and Services Division,  
Information Services Branch

- **Contact:** Donna Parker
- **Telephone:** 703-305-6474

**Related Schedules:**

EPA 315, EPA 327

**Previous NARA Disposal Authority:**

NC1-412-76-9/7, NC1-412-85-24/15, N1-412-99-13

**Entry:** 10/26/1994

**EPA Approval:** Pending

**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 365

**Status:** Development, 12/19/2006

**Title:** Reregistration Case Files

**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:

Records support reregistration for pesticide products containing active ingredients subject to FIFRA 88 reregistration under Phases 2-5. Files contain registrant response worksheets, correspondence, Federal Register notices, bibliographies, disciplinary and topical summaries, etc. Directory lists case number, review manager, chemical name and number. The records may be grouped into three categories: (1) Master files for B, C, and D lists containing product summary and site listing for active ingredient, and data requirement summary and generic data from Automated Response Tracking System (ARTS reports); (2) Part A files for B, C, and D lists containing Part A forms, correspondence with Part A registrants, and ARTS reports; and (3) Data Doer Company files containing Part B forms for B, C, and D lists, company correspondence, Agency decision letters, DCI and NOIS, science reviews. Files may contain materials from pre-1988 Data Call-In's or confidential business information which is restricted from public view.

## Disposition Instructions:

### Item a: Record copy

- Disposable
- Close inactive records when registrant data commitments are final, or when product is canceled or suspended. Destroy 15 years after file closure.

## Guidance:

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(g)
- 40 CFR Part 152.60

**Reasons for Disposition:**

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

Item b for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Special Review and Reregistration Division

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

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

N1-412-95-2/12

**Entry:** 11/24/1992

**EPA Approval:** Pending

**NARA Approval:** Pending