

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-07-067

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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This schedule is superseded by DAA-0412-2013-0017 and DAA-0412-2013-0015.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER N1-412-07-67	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 8/6/07	
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 OECA				
3. MINOR SUBDIVISION Agency-wide and Headquarters				
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis		5. TELEPHONE 202-566-1643	DATE 8/9/07	ARCHIVIST OF THE UNITED STATES <i>Mr. Winkler</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 <u>7</u> 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 7/26/07		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 GRS OR SUPERSEDED JOB CITATION	10.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 208 Criminal Investigation Records		N1-412-99-24/1	
2	EPA 322 Good Laboratory Practice (GLP) and Audit Report File		NC1-412-85-24/7	
3	EPA 347 Printouts of Pesticide Production and Distribution Data Reported Under FIFRA		NC1-412-85-24/37	

SA 8/13/08 copies sent to Agency, NNMWA, NR

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 208

Status: Development, 07/31/2007

Title: Criminal Investigation Records

Program: Enforcement and Compliance Assurance

Applicability: Agency-wide

Function: 115-045-01 - Investigation and Surveillance of Environmental Criminals

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:

Includes criminal investigation files compiled by Criminal Investigation units Agency-wide. Case files consist of items such as a completed criminal investigation package, search warrants, interview reports, investigation reports, lab analyses, indictments, plea agreements, business records, affidavits, and related records.

Excludes: Superfund site-specific and oil spill site-specific records covered by EPA 025 and EPA 480, respectively.

Disposition Instructions:

Item a: Closed cases - No referral for criminal prosecution

Includes cases that are investigated but not referred to the Department of Justice (DOJ) because no targets were identified or allegations were unfounded.

- Disposable
- Close inactive records upon completion of investigation or prosecution.
- Destroy 5 years after case is closed.

Item b: Closed cases - Prosecution declined

Includes cases for which targets were identified, but DOJ declined to prosecute.

- **Disposable**
- Close inactive records upon completion of investigation or prosecution.
- Destroy 10 years after file closure.

Item c: Closed cases - Judicial action

Includes cases prosecuted by DOJ.

- **Disposable**
- Close inactive records upon completion of investigation or prosecution.
- Destroy 15 years after file closure.

Guidance:

Criminal enforcement counsel records are scheduled as EPA 683. See EPA 684 for the Criminal Docket System. Other enforcement action files that are not Superfund or oil spill site-specific are scheduled as EPA 207.

Program should destroy duplicate materials before retiring to the Federal Records Center (FRC). Records are to be retired to the FRC in the Region in which the investigating unit is located.

Specific legal citations include:

- Law Enforcement Authority, April 28, 1989, Federal Register, Wed., May 10, 1989
- 28 CFR Part 60.3(a)

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 has not changed.

Item d for electronic copies created with word processing and electronic mail applications was deleted 08/17/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Enforcement and Compliance Assurance, Criminal Investigation Division

- **Contact:** Becky Barnes
- **Telephone:** 202-564-2490

Related Schedules:

EPA 025, EPA 207, EPA 480, EPA 683, EPA 684

Previous NARA Disposal Authority:

N1-412-99-24/1

Entry: 04/16/1992

EPA Approval: Pending

NARA Approval: Pending

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EPA Records Schedule 322

Status: Development, 07/31/2007

Title: Good Laboratory Practice (GLP) and Audit Report File

Program: Compliance Monitoring

Applicability: Headquarters

Function: 301-092 - Program Evaluation

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:

Pertains to audits of laboratories involved in performing studies for registrants prior to product registration. Records contain inspector's worksheets, correspondence, support documents to justify claims made in the field, and follow-up actions required.

Disposition Instructions:

Item a: Record copy

- **Disposable**
- Close inactive records upon completion of laboratory audit.
- Destroy 25 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. 3-6, 8, 18, 24(c), 25(a)
- 40 CFR Part 160

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 has not changed.

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 Enforcement and Compliance Assurance, Laboratory Data Integrity Branch

- **Contact:** Doris Dyson
- **Telephone:** 202-564-4129

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

NC1-412-85-24/7

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 347

Status: Development, 07/31/2007

Title: Printouts of Pesticide Production and Distribution Data Reported Under FIFRA

Program: Compliance Monitoring

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 are computer printouts with information on pesticide establishments bearing an EPA number and data reported to EPA on quantities produced and distributed for each pesticide.

Disposition Instructions:

Item a: Record copy

- Disposable
- Close inactive records at end of year.
- Destroy 20 years after file closure.

Guidance:

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 has not changed.

Custodians:

Multiple units

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-85-24/37

Entry: 09/04/1992

EPA Approval: Pending

NARA Approval: Pending