

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-412-93-3	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		DATE RECEIVED 2-26-93	
2. MAJOR SUBDIVISION Office of Prevention, Pesticides and Toxic Substances		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Pesticides Programs			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Michael L. Miller</i> Michael L. Miller	5. TELEPHONE (202) 260-5911	DATE 5-24-94	ARCHIVIST OF THE UNITED STATES <i>Cecily Hunkamp Peterson</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,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE 02/16/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael L. Miller</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 GRS OR SUPERSEDED JOB CITATION	10.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	National Pesticides Survey (NPS)		

Copies sent to Agency, NNT, NSX, NNA, NCF, NIA @ 6/9/94

DRAFT OF 2/9/93

U.S. EPA RECORDS CONTROL SCHEDULE

1 SERIES TITLE: National Pesticides Survey (NPS) Records

PROGRAM: Agencywide/Pesticides and Drinking Water Programs

EPA SERIES NO: 367A

NARA SCHEDULE NO. Pending

(Use this number to retire records to the FRC)

APPLICABILITY: Can be applied to records of this survey, Agencywide.

IDENTIFYING INFORMATION:

DESCRIPTION: The National Pesticides Survey (NPS) was developed in 1984 as a joint project of the Offices of Drinking Water and Pesticides to study the impact of pesticides and nitrate in ground water. Records relate to all aspects of the NPS and its pilot study including planning, development, implementation, and findings. Records consist of questionnaires, instructions to the sampling team, procedures, briefing documents, contract records, final products and deliverables, training materials, publications, well logs, analytical materials and the NPS data base. Total volume of materials is approximately 414 cubic feet.

Records can be divided into a number of major components:

~~a. Core documentation of survey development, management and findings - Consists of correspondence, memoranda, reports, briefing materials, procedures for conducting the survey, quality assurance plan materials, and copies of final reports and other deliverables that document the development, and implementation of the survey. These records form the administrative history of the survey. Records are indexed in the NPS Document Control System. Approximately 80 cubic feet.~~

see
revision

b. Survey questionnaires - Consists of the completed Domestic Well and Community Well Questionnaires. Questionnaire packages frequently include maps, drawings, narrative statements, special instructions to the interviewers, comments by interviewers, and other records accumulated in the course of taking the survey as well as the questionnaires themselves. Approximately 89 cubic feet.

c. Well logs and correspondence - Individual files for domestic and community wells included in the survey. Includes notifications to well owners concerning the sampling of their well. Approximately 64 cubic feet.

d. Screening survey records - Consists primarily of computer printouts of persons contacted and additional information. Approximately 25 cubic feet.

e. Analytical materials - Consists of printouts from analyses, outputs from test equipment, strip charts, custody forms, SOPs, analysts notes, and similar items. Some of this material is held in contract and other laboratories. Approximately 6 cubic feet at Headquarters and approximately 15 feet in each Regional offices.

f. NPS Data Base - Consists of data for all survey questionnaires.

ARRANGEMENT: Arrangement varies by type of record. Records for Item a are arranged in rough chronological order.

TYPE OF RECORDS:

Questionnaires, printouts,
publications, data files,
correspondence

SPECIFIC RESTRICTIONS:

Some respondent information treated as
confidential such as identity of well
owner

MEDIUM:

Paper, forms, electronic

VITAL RECORDS:

No

FUNCTIONS SUPPORTED:

Regulatory development, permitting

SPECIFIC LEGAL REQUIREMENTS:

None

DISPOSITION INFORMATION:**FINAL DISPOSITION:**

1a(1) Permanent

TRANSFER TO FRC PERMITTED:

Yes

1b - e. Disposable

Yes

1f. Permanent

No

FILE BREAK INSTRUCTIONS: Break file upon completion of the project and close
of the contract.

DISPOSITION INSTRUCTIONS:

1a. Retire to the FRC when no longer needed for current business. Transfer to
the National Archives in 2012.

1b - e, ^{1a(2)} Retire to the FRC when no longer needed for current business. Destroy
in ~~2007~~ 2012.

1f. Transfer a copy of the final NPS data in an ASCII flat file format on
either 9 track new or recertified tape or IBM 3560 cartridge, together with
current documentation (such as data manual, file specifications, code
translations, record layouts, user guides, or data dictionary) to the National
Archives in 2012.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: The NPS data will be used in support of the
development of pesticide usage regulations and therefore must be retained to
support regulatory development. Because the NPS data will be used in
regulatory development, extensive documentation of the survey methodology,
planning, procedures, and management must be retained in case of litigation.
From a historical perspective, the NPS was a ground-breaking study for EPA
that will serve as a model for future studies. The data in the NPS data base
provide a baseline for analyzing the level of pesticides and nitrite in the
nation's drinking water supply. Therefore, the basic documentation and the
data files (items a and f) need to be retained for an extended period of time
(minimum of 20 years) for Agency purposes.

Items b - e merit mid-range retention for the purposes of complete
documentation of the survey development process and potential litigation. The
proposed 10 year retention will meet program needs in that area. In addition,
on specific items, the questionnaires (item b) need to be retained because
they include information that was not entered into the NPS data base, but may
be needed for further research. Item c needs to be retained for legal
purposes because of the notifications to well owners. The analytical
materials (item e) may be useful for further analysis.

AGENCYWIDE GUIDANCE: Contract files used for the management of the contract
used to conduct the NPS should be treated in accordance with records
disposition schedule EPA 003A. Retire to the FRC when no longer needed for
current business. Destroy in 2000 based on 7 year retention for EPA contract

EPA SERIES NO. 367A

files. Reference materials and other documentation accumulated during the course of the project but not required to document the evolution of the NPS may be destroyed when no longer needed. Transfer to the FRC not authorized.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Office of Pesticides

Location: Crystal Mall II

Inclusive Dates: 1982-92

Volume on Hand (Feet): 414

Annual Accumulation: None
(feet or inches)

CONTACT POINT:

Name: Elizabeth Leovey

Mail Code:

Telephone: (703) 305-7328

Office:

Room:

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
		12/15/92	2/9/93

Item 1a revision:

1a. Program Documentation

1. Core documentation of survey development and findings. Consists of program reports, procedures, NPS newsletters, fact sheets, and brochures, pesticide health advisory summaries, environmental reports, and copies of deliverables that document the development, and implementation of the survey. Approximate volume 5 cubic feet.

2. Administrative documentation of survey management. Consists of correspondence, memoranda, briefing materials, status and budget reports, quality assurance plans and other related materials.