

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

<b>LEAVE BLANK</b>	
JOB NO. <p align="center">NCT412 76 9</p>	
DATE RECEIVED 6-30-75	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-13-77 <i>Date</i>	<i>James B. [Signature]</i> <i>Archivist of the United States</i>

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
US Environmental Protection Agency

2. MAJOR SUBDIVISION  
Office of Water and Hazardous Materials

3. MINOR SUBDIVISION  
Office of Pesticide Programs

4. NAME OF PERSON WITH WHOM TO CONFER  
David O. Stephens

5. TEL. EXT  
755-0830

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 30 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 6-30-75	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold R. Masters</i> Harold R. Masters	E. TITLE Chief, Administrative Management Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1-78	Item descriptions and retention and disposition instructions for the records of the Office of Pesticide Programs. Items 1 - 78 are attached.		

*Copies to NNF, NNIC, NNBR. 5/18/77 [Signature]*

*Sent to agency 5/17/77 [Signature]*

*98 items*

*all FRCs & NCW- 9/11/77 [Signature]*

ENVIRONMENTAL PROTECTION AGENCY

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RECORDS MANAGEMENT

PESTICIDE PROGRAM RECORDS.

The records described below relate to the establishment of tolerances for pesticides residues, registration of pesticides and their use to assure human safety and environmental quality. Note: Certain of the items in this schedule are applicable to the pesticides field laboratories as well as to records located in the Headquarters offices.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Registration Jackets.</u> Record support for registration. Records consist of Application for New Registration of a Pesticide (EPA 8570-1), Confidential Statement of Formula (EPA 8570-4), Enforcement Action (PR5-15), request to Sub-register, product label, label-change recommendations, reports and data supporting label citations, enforcement case reviews and cancellation notices. These documents will be retained on microfilm produced in accordance with 41 CFR 101-11.504 and used in accordance with 41 CFR 101-11.505.</p>	<p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain 3 years.</p> <p>b. <u>Microfilm Copy.</u> Retain 15 years.</p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Retain until product is canceled or rejected, then microfilm. Transfer to the Federal Records Center after completion of inspections and corrections of film. Keep in FRC for 3 years, then destroy.</p> <p>b. <u>Microfilm Copy.</u> Keep in office for 15 years, then destroy.</p>

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ORIGINATOR:

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Item	Name and Description of Record/File	Retention Period and Disposition
2.	<p><u>Technical Data - Petition for a Tolerance and Registration.</u> Laboratory and Field Test Data. Binders and folders containing data submitted by manufacturers in support of petition for a tolerance. Data covers pesticide identification, applications, animal and other biological test data, test methods, residue removal, and proposed tolerance. These documents will be retained on microfilm produced in accordance with 41 CFR 101-11.504 used in accordance with 41 CFR 101-11.505. <u>Note:</u> The documents contain trade secrets and are therefore restricted from public use.</p> <p><i>arranged numerically by registration number.</i></p>	<p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain 20 years after conversion to microfilm.</p> <p>b. <u>Microfilm Copy.</u> <u>Permanent.</u> <i>1/2 H. per yr.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office 20 years after conversion to microfilm, then destroy.</p> <p>b. <u>Microfilm Copy.</u> Keep in office for 40 years, then offer to the National Archives.</p>
3.	<p><u>Petition Correspondence Folders.</u> Folders contain records pertaining to the interplay between EPA and manufacturers relative to Petitions for Tolerances. Records are product labels, applications for temporary permits, chemical analysis reports, rejection notices, pesticide petition resumes, Federal Register Notices, letters to and from manufacturers, intraoffice memos.</p>	<p><u>Retention:</u> Retain 40 years.</p> <p><u>Disposition:</u> Keep in office for 40 years, then destroy.</p>
4.	<p><u>Transmittal Lists - Registration Proposals.</u> Lists for the transmittal of registration and re-registration proposals from the Food and Drug Administration and Department of Interior and Agriculture.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon the completion of transmittal. Keep in office for 1 year, then destroy.</p>

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5.	<p><u>Certified Mail Receipts.</u> Receipts certifying addressee received notification of transfer of registration and registration proposals to EPA for cancellation notices.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon the return of receipt. Keep in office for 5 years, then destroy.</p>
6.	<p><u>Confidential Product Formulas.</u> Provide name and amount of active and inert ingredients used in product. May appear on EPA Form 8570-4 or PR9-196 or on plain paper.</p>	<p><u>Retention:</u> Retain 15 years.</p> <p><u>Disposition:</u> Break file when product is canceled or rejected. Keep in office for 5 years, then send to Federal Records Center. Keep in FRC for 10 years, then destroy.</p>
7.	<p><u>Correspondence - Product Manufacturing Companies.</u> Letters to and from pesticide manufacturing companies concerning cancellation of registration of pesticide products. Records consist of letters to the companies informing them of the cancellation, rationale for the action, and other legal documents supporting the action. These documents will be retained on microfilm produced as per 41 CFR 101-11.504 and used in accordance with 41 CFR 101-11.505.</p>	<p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain 5 years.</p> <p>b. <u>Microfilm Copy.</u> Retain 20 years.</p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Break file after 5 years, then microfilm. Destroy after completion of inspections and corrections to film.</p> <p>b. <u>Microfilm.</u> Keep in office for 20 years, then destroy.</p>

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8.	<u>Correspondence - General and Special Groups.</u> Special Group pertains to correspondence with State, County, professional, regional, and trade groups. General pertains to correspondence with all others, primarily the public.	<u>Retention:</u> Retain 2 years.  <u>Disposition:</u> Break file at the end of year. Keep in office for 2 additional years, then destroy.
9.	<u>Registration Report Slips - (EPA-8500 and USDA-184).</u> Slips show name and address of registrant, EPA registration number, date, and product name. Slips used as catalogue of active and canceled products by registration number.	<u>Retention:</u> Retain 1 year.  <u>Disposition:</u> Break file upon successful conversion to ADP product listing. Keep in office for 1 year, then destroy.
10.	<u>Company and Distributor Name Card and Manufacturer Cards.</u> Cards show name, address, EPA registration number, distributor number, and product name. Cards used as catalogue of active and inactive companies or products of companies.	<u>Retention:</u> Retain 1 year.  <u>Disposition:</u> Break file upon the successful conversion to ADP product listing. Keep in office for 1 year, then destroy.
11.	<u>Pesticide Registration (PRD) Search Listings.</u> ADP Printouts showing pesticide registration number, product name, company name, search listing, product listing, PR notice, and other information concerning pesticide products. This file is a printout from the Pesticide Analysis Retrieval and Control (PARCS) System.	<u>Retention:</u> Retain current plus 1 prior list.  <u>Disposition:</u> Break file upon receipt of new list. Keep prior list for 1 month, then destroy.
12.	<u>File (Registration) Search Record.</u> Record of search made to determine if	<u>Retention:</u> Retain 3 years.

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	<p>a product being reviewed by Pesticide Enforcement Division is or was registered. File also contains copy of Enforcement Case Review (EPA 8500-7).</p>	<p><u>Disposition:</u> Break file upon the completion of search. Keep in office for 3 years, then destroy.</p>
13.	<p><u>Pending Application - Control Card.</u> Lists products of companies that are pending registration. Also lists products (by company) that are currently registered.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon the successful conversion to ADP product listing. Keep in office for 1 year, then destroy.</p>
14.	<p><u>Inert Material - Tolerance Exemption Request.</u> Folders maintained by name of material. Contains report from Toxicology on clearance status, Confidential Statement of formula (PR 9-916), label, test data report, internal EPA memos.</p>	<p><u>Retention:</u> Permanent. <i>3 in. per yr.</i></p> <p><u>Disposition:</u> Keep in office for 40 years, then offer to the National Archives.</p>
15.	<p><u>Inert Material - Correspondence.</u> Correspondence to and from companies regarding inert materials, the listing of materials in the CFR, and requests for exemptions from tolerance clearance.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file at the end of year. Keep in office for 2 years, then destroy.</p>
16.	<p><u>Experimental Permit Jacket.</u> Request and application to ship a product for experimental use. Folder contains application for Temporary Permit to Ship an Economic Poison</p>	<p><u>Retention:</u> Retain 15 years.</p> <p><u>Disposition:</u> Break file upon the termi-</p>

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17.	<p>(PR 9-228), product label, application data, EPA briefing paper (covering formulation, crop and rate of application, product characteristics, toxicity evaluation and recommendations), and acceptance or rejection letter to ship.</p> <p><u>Technical Data - Experimental Permit.</u> Reports submitted by the experimenter prior to and during the experiment regarding product use, effect, toxic properties, residues, and analytical methods used in or obtained through experimentation. These documents will be retained on microfilm produced in accordance with 41 CFR 101-11.504 and used in accordance with 41 CFR 101-11.505. <u>Note:</u> These documents contain trade secrets and are therefore restricted from public use.</p> <p><i>arranged numerically by registration number.</i></p>	<p>nation or cancellation of permit. Keep in office for 5 years, then send to the Federal Records Center. Keep in FRC for 10 years, then destroy.</p> <p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain 20 years after conversion to microfilm.</p> <p>b. <u>Microfilm Copy.</u> <u>Permanent.</u> <i>6 in. per yr.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office 20 years after conversion to microfilm, then destroy.</p> <p>b. <u>Microfilm Copy.</u> Keep in office for 40 years, then offer to the National Archives.</p>
18.	<p><u>Experimental Permit Record Card.</u> Card maintained by permit <del>show</del> <i>number</i> the receipt and transmittal of all data related to a permit.</p> <p><i>showing</i></p>	<p><u>Retention:</u> <u>Permanent.</u> <i>3 linear in. per yr.</i></p> <p><u>Disposition:</u> Break file at the end of 40 years. Add card(s) to appropriate Technical Data - Experimental Permit Files prior to their being offered to the National Archives.</p>

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19.	<p><u>Product Label File.</u> A collection of product labels maintained by chemical (primary and secondary) and application. Used as data source for Chemical Data Cards.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after abstraction of data. Keep in office for 1 year, then destroy.</p>
20.	<p><u>Chemical Data Cards (Insecticides and Rodenticides, Others).</u> Chemical data abstract cards. Card(s) for chemical (Primary and secondary) show crop used on, ingredients (add-ons), mixtures, limitations, products and manufacturers, effect on humans, fish, wildlife and pests.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon the successful conversion to ADP product listing. Keep in office for 1 year, then destroy.</p>
21.	<p><u>Methodology Reference File.</u> Extracts from magazine articles, chemical journals, university and research foundation reports, Government publications, etc. on the methods used in the conduct of pesticide laboratory and field test and studies.</p>	<p><u>Retention:</u> As below.</p> <p><u>Disposition.</u> Destroy when revised or replaced.</p>

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22.	<p><u>Pesticides Regulations, Standards, and Guidelines.</u> Contains information relating to the development and installation of rules for effecting the environmental legislation passed by Congress. Records consist of drafts of proposed regulations and guidelines, internal comments, journal articles and other supporting literature, Federal Register proposed rules, response to proposals, Federal Register tear-sheets of rule, EPA press releases and newspaper clippings, etc. <i>arranged alphabetically by title.</i></p>	<p><u>Retention:</u> <u>Permanent.</u> <i>1 yr. per yr.</i> <u>Disposition:</u> Break file upon the publication of rule in Federal Register. Keep in office for 1 year, then transfer to Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>
23.	<p><u>Chemical Reviews.</u> Complete reviews of compounds covering such areas as pharmacology and toxicology, residues in crops and food items, economic impact, uses or applications, and hazards. Records consist of finished review and drafts, comments, journal articles, lab reports, test products, etc.</p>	<p><u>Retention:</u> Retain current plus prior review. <u>Disposition:</u> Break file upon the completion of review. Keep in office until the completion of 3rd update cycle, then destroy.</p>
24.	<p><u>Technical Support for Administrative Hearings and Judicial Actions.</u> Assistance provided the General Counsel in securing technical data, obtaining and preparing expert witnesses, readying 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.</p>	<p><u>Retention:</u> Retain 7 years. <u>Disposition:</u> Break file upon the completion of hearing or case. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.</p>

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25.	<p><u>Contracts, Grants, and Agreements File.</u> Documentation relating to the formulation, award, and changes in contracts for scientific or technical type studies, including community studies and other pesticide-related studies. Records consist of copies of contracts or agreements, contractor proposals, requests for proposals, reports and payments made to contractor, contractor staff resumes, progress reports, and similar papers.</p>	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Break file upon the completion of contract or agreement. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.</p>
26.	<p><u>Substitute Chemical Program File.</u> Program to develop, locate, test, evaluate, and promote the use of safe substitutes for chemicals that are considered hazardous to man and his environment. Records consist of reports on substitute chemicals and their manufacture, lab test reports, field test reports, cost/benefits reports, etc. <i>arranged alphabetically by name of chemical.</i></p>	<p><u>Retention:</u> <u>Permanent.</u> <i>6 in. per yr.</i></p> <p><u>Disposition:</u> Break file upon the completion of program. Keep in office for 1 year, then send to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>
27.	<p><u>Research Needs File.</u> Determination of the basic and applied research requirements of the several pesticide programs. Records used in establishing research priorities. Records consist of program statements, questionnaires, operational need statements and analysis, program status reports, etc.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon the completion of project. Keep in office for 5 years, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
28.	<p><u>Test Methods and Analysis.</u> Development and evaluation of test methods used in the analysis of chemicals and pesticides. Records consist of test procedures, test evaluations, articles, index of methods, etc.</p>	<p><u>Retention:</u> Retain 20 years.</p> <p><u>Disposition:</u> Review in office every 5 years, keeping records of continuing value and destroying other materials. Transfer to the Federal Records Center, hold 15 years, then destroy.</p>
29.	<p><u>Environmental Impact Statement and Review File.</u> Covers activities related to environmental impact statement needs, requirements, development, and appraisals. Records consist of environmental impact statements, appraisals, negative declarations, comments and program papers relating to impact of Federal activities on environment, preparation and review summaries.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon the completion of review. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 3 years, then destroy.</p>
30.	<p><u>Case File - Administrative Hearings and Judicial Actions.</u> Documents relating to disputed Agency actions heard by Hearing Examiners or Administrative Law Judges. Records consist of Hearing Notices, subpoenas, legal briefs, transcripts, judicial opinions, court orders, decisions by Examiners, etc.</p>	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Break file upon the completion of case. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.</p>

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31.	<p><u>Program Management File.</u> Serves as a central file for original or copies of all records created and received. Records consist of correspondence and reports relating to policy and programs, legislation, intergovernmental activities, regulations and standards, research, training, domestic and international organizations and associations, regional operations, interoffice activities, budget, program evaluations, etc.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for an additional 2 years, then send to Federal Records Center. Keep in FRC for 8 years, then destroy.</p>
32.	<p><u>Project Safeguard - Program File.</u> <sup>(1970-74)</sup> Contains documents and information relating to the development and operation of Project Safeguard. Records consist of Logo designs, examples of safety posters, pesticide container disposal reports, safeguard funding, project status reports, DDT replacement training programs, news clops, safeguard data by State, proposed forms, films and consultant's evaluation reports. <i>This project was started to identify high toxicity pesticides to develop a strategy to deal with them.</i></p>	<p><u>Retention:</u> <u>Permanent.</u> <i>Closed series; 10 ft. total accumulation</i></p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office for 1 year, then send to Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>
33.	<p><u>Animal Science - Control Chemicals.</u> A reference file. A collection of documents relating to various aspects of the development and behavior of animals and the nature and use of chemicals. Records consist of articles, photos, newsclippings, pamphlets, extracts from text books, memos, letters, etc.</p>	<p><u>Retention:</u> Review annually.</p> <p><u>Disposition:</u> Review files each year, keeping records of continuing reference value and destroying other materials.</p>

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34.	<p><u>Evaluation of Project Safeguard File.</u> Evaluation of Project Safeguard by an outside consulting firm. Records consist of selected mailing lists and medical directories used for distribution questionnaires, completed questionnaires and envelopes, consultant's progress reports, correspondence with firm, final report and evaluation survey log, etc.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon the completion of study. Transfer final evaluation report and study log book to Project Safeguard-Program File. Keep in office for 1 year, then transfer to Federal Records Center. Keep in FRC for 9 years, then destroy.</p>
35.	<p><u>Pesticide Episode Report (EPA Form 8550-4).</u> A form used for reporting accidents or incidents resulting from the use or presence of pesticides. Information collected on forms is transcribed directly on to tape. Form provides only for the entry of highlight data. In significant incidents, form usually supported by details presented in narrative style. Reports are source documents to the Pesticide Episode Review System (PERS).</p>	<p><u>Retention:</u> Retain 40 years.</p> <p><u>Disposition:</u> Break file after taping data. Keep in office for 40 years, then destroy.</p>
36.	<p><u>Pesticide Episode Review System (PERS) Master File.</u> A master file containing data from reports submitted from state health departments and poison control centers. File used to access statistics on pesticide accident episodes involving human, animal, and environmental injuries, and serves as a retrieval system to the case files used in chemical re-</p>	<p><u>Retention:</u></p> <p>a. <u>Annual Reports.</u> <u>Permanent.</u> <i>2 in. persys.</i></p> <p>b. <u>Monthly/Quarterly Reports.</u> Retain current plus 1 prior issue.</p>

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	<p>views of pesticide products to defend or deny a registration. Each variable length record contains the following information: reporting agency, episode date, location codes for states, cities and counties, coded information about the nature of the episode and the humans, animals, or plants involved and coded information about the pesticide product involved. <u>Note:</u> The tape files shall be maintained in accordance with 41 CFR 101-32.1207.</p> <p><i>annual reports are arranged chronologically.</i></p>	<p>c. <u>Tape/Disk. Permanent.</u> <i>Freele per yr.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Annual Reports.</u> Break file at the end of 10 years. Keep in office for 10 years, then send to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p> <p>b. <u>Monthly/Quarterly Reports.</u> Break file upon receipt of report. Keep in office for 2 months/quarters, then destroy.</p> <p>c. <u>Tape/Disk.</u> Break T/D file upon the completion of report. Keep in office for 40 years, then offer to the National Archives.</p>
37.	<p><u>Accident and Incident Summary Reports.</u> Brief narrative reports on pesticides accidents and incidents. Used as a vehicle for obtaining episode data prior to the development of the Pesticide Episode Report Form (ACC-1).</p>	<p><u>Retention:</u> Retain 40 years.</p> <p><u>Disposition:</u> Break file after taping data. Keep in office for 40 years, then destroy.</p>

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38.	<p><u>Special Accident Investigations and Case Studies.</u> Detailed investigations and studies of significant accidents and episodes resulting from the misuse of pesticides. Incidents such as the destruction of flocks of birds, the death of children or farm workers, and the loss of livestock are covered in file. <i>arranged alphabetically by name of case!</i></p>	<p>Retention: <u>Permanent.</u> <i>40 ft. total accumulation; 5 ft per year</i> Disposition: Break file upon the completion of study or investigation. Keep in office for 35 years, then offer to the National Archives.</p>
39.	<p><u>Pesticide Accident and Incident Summary Reports.</u> Periodic statistical and narrative presentation of accident and incident data by date, region, State, product, chemicals or animal.</p>	<p>Retention: Maintain current. Disposition: Destroy after being superseded by new report.</p>
40.	<p><u>Pesticide Use and Consequence Subject File.</u> File contains information on the various aspects of pesticide accidents, injuries, chemicals, applications, etc. Covers such areas as aircraft accidents, birds, pest control, mercury and DDT, investigative procedures, etc.</p>	<p>Retention: Retain 10 years. Disposition: Break file at end of 2 years. Keep in office for 2 years, then send to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>
41.	<p><u>Epidemiological Studies Program System (ESPS).</u> A computer system (superseding the Pesticide Community Studies Data System) used in conducting health effects studies on topics such as acute pesticide poisoning, pesticide usage surveys, and chronic effects of pesticide exposure. <i>The tapes and disks covered by this item contain data relating only to program budgeting and project scheduling; they do not contain research data. Research reports are arranged alphabetically by title.</i></p>	<p>Retention: a. <u>Research Reports.</u> <u>Permanent.</u> b. <u>Tapes/Disks.</u> Retain 6 months. Disposition:</p>

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		<p>a. <u>Research Reports</u>. Keep in office for 20 years, then offer to the National Archives.</p> <p>b. <u>Tapes/Disks</u>. Keep in office 6 months after program termination, then destroy.</p>
42.	<p><u>Epidemiological Studies - Program and Reports</u>. Data relative to the development, operation, and management of the Community Studies Programs and the research findings resulting from the Program. Records consist of policy statements, budget recommendations and reports, program evaluation reports, project profiles, schedules, interim and final research reports from project groups, quarterly and annual reports, and other related records. This program supersedes the Community Studies Program. <i>arranged alphabetically by subject.</i></p>	<p>Retention: <u>Permanent.</u> <i>1/2 ft per yr.</i></p> <p>Disposition: Break file upon the completion of program, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>
43.	<p><u>Epidemiological Studies Program -- Master Tape Files Created by Study Groups</u>. Includes health effects data created by any of the several study groups, such as the Pesticide Usage Data Base created at the Medical University of South Carolina and consisting of data collected in a pesticide usage survey. Each record in the data base identifies a pesticide user by type (industry, government, agriculture) and includes reasons for use as well as information about the product used. <u>Note</u>: These type files shall be maintained in accordance with 41 CFR 101-32.1207.</p>	<p>Retention: <u>Permanent.</u> <i>18,000 records total accumulation</i></p> <p>Disposition: Break file following publication or upon completion of update cycle, as appropriate. Keep tapes in office for 10 years, then offer to the National Archives for possible accessioning. Destroy all unaccessioned materials.</p>

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44.	<p><u>Pesticide Analysis, Retrieval and Control Systems (PARCS) -- Program Development File.</u> Data relating to the development and installation of the PARCS data management system. Records consist of study proposals, study recommendations and reports, installation program, budgets and funding reports, installation and test reports. <i>arranged alphabetically by subject.</i></p>	<p>Retention: <u>Permanent.</u> <i>1 H. serv. 1.</i> Disposition: <u>Break</u> file upon the completion of program installation. Send to the Federal Records Center for 20 years, then offer to the National Archives.</p>
45.	<p><u>Product Label Master File.</u> A master file of the Pesticide Analysis Retrieval and Control System (PARCS) containing the registration number, active chemical ingrediants, formulation code, type of pesticide, site of application(i.e., type of crop or vegetation), product manager, and date of registration for all pesticide products registered with EPA. <u>Note:</u> These tape files shall be maintained in accordance with 41 CFR 101-32.1207.</p>	<p>Retention: <u>Permanent.</u> <i>1 reel of tape total accumulation</i> Disposition: <u>Break</u> file upon completion of update cycle. Keep in office for 40 years, then offer to the National Archives.</p>
46.	<p><u>Product Name Index Master File.</u> A master file of the Pesticides Analysis Retrieval and Control System (PARCS) containing the registration number and names of every product registered with EPA. Non-current names are identified with a status code indicating cancellation. Dates of application and, where appropriate, cancellation are recorded for each product name entry. <u>Note:</u> These tape files shall be maintained in accordance with 41 CFR 101-32.1207.</p>	<p>Retention: <u>Permanent.</u> <i>1 reel of tape total accumulation</i> Disposition: <u>Break</u> file upon completion of update cycle. Keep in office for 40 years, then offer to the National Archives.</p>

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47.	<p><u>Site/Pest Master File.</u> A PARCS system master file containing every combination of pesticide product, pest affected, and site treated for every product registered with EPA. <u>Note:</u> These tape files shall be maintained in accordance with 41 CFR 101-32.1207.</p>	<p><u>Retention:</u> Permanent. <i>4 reels of tape total accum-</i> <u>Disposition:</u> Break <i>ulation</i> file upon completion of update cycle. Keep in office for 40 years, then offer to the National Archives.</p>
48.	<p><u>Pathologist Folders - Human Tissues Monitoring.</u> Folder for each Pathologist in human tissue monitoring program. Folders contain invitation to participate, Pathologist's quota statements, sample delivery receipts, Purchase Orders (SF 147), and Requisitions (EPA 1900-8).</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file upon termination of program. Keep in office 2 additional years, then destroy.</p>
49.	<p><u>State Folder - Human Tissue Monitoring.</u> Contains data relating to program interaction with States. Records consist of list of Pathologist in State, list of Pathologists participating in program, announcements of program changes, letters to State coordinators or representatives.</p>	<p><u>Retention:</u> Retain 4 years.</p> <p><u>Disposition:</u> Break file at the end of 2 years. Keep in office for 2 years, then destroy.</p>
50.	<p><u>Patient Summary Report (EPA 8510-10).</u> Used as cover for tissue sample sent to laboratory. Forms microfilmed at the end of year. <i>Arranged chronologically.</i></p>	<p><u>Retention:</u></p> <p>a. <u>Hard Copy.</u> Destroy upon completion of correction to microfilm.</p> <p>b. <u>Microfilm Copy.</u> <u>Permanent.</u> <i>1/4 yr. per yr.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Hard Copy.</u> Break file upon the completion of microfilming.</p>

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51.	<p><u>Tissue Pesticide Residue Analysis Report (EPA 8510-9)</u>. Laboratory report on tissue analysis. Forms microfilmed at the end of year. <i>arranged chronologically.</i></p>	<p>Destroy after inspection and corrections to microfilm have been completed.</p> <p>b. <u>Microfilm Copy</u>. Break file upon the completion of microfilming. Keep in office for 30 years, then offer to the National Archives.</p> <p><u>Retention:</u></p> <p>a. <u>Hard Copy</u>. Destroy upon completion of correction to microfilm.</p> <p>b. <u>Microfilm Copy</u>. <u>Permanent.</u> <i>4/11/81</i></p> <p><u>Disposition:</u></p> <p>a. <u>Hard Copy</u>. Break file upon the completion of microfilming. Destroy after inspection and corrections to microfilm have been completed.</p> <p>b. <u>Microfilm Copy</u>. Break file upon the completion of microfilming. Keep in office for 30 years, then offer to the National Archives.</p>

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52.	<p><u>Pesticide Human Monitoring Data System.</u> The master file of a data system containing patient information from general population surveys used to assess human exposure to pesticides. About 15 standard reports are produced in the form of COM - generated microfiche. The tape files shall be maintained in accordance with 41 CFR 101-32.1207. The microfiche reports shall be produced, used, and stored in accordance with 41 CFR 101-11.505-506.</p>	<p><u>Retention:</u></p> <p>a. <u>Microfiche Reports.</u> Retain 30 years.</p> <p>b. <u>Tapes/Disks.</u> <u>Permanent.</u> <i>10 reels of tape total accumulation</i></p> <p><u>Disposition:</u></p> <p>a. <u>Microfiche Reports.</u> Break file upon completion of microfilm updates. Keep in office for 30 years, then destroy.</p> <p>b. <u>Tapes/Disks.</u> Break file upon completion of update cycle. Keep in office for 30 years, then offer to the National Archives.</p>

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53.	<u>Physical Tissue Samples.</u> Tissue samples kept in Cold Storage at Mississippi Laboratory.	<u>Retention:</u> As below.  <u>Disposition:</u> Break file upon the completion of laboratory test and analysis. Send to EPA Tissue Bank for permanent maintenance.
54.	<u>Human Tissue Operations File.</u> Contains data relating to the development and operation of the Human Tissue Monitoring Program. Records consist of statements of program objectives, recruitment procedures, statistical design for program, sampling location selection, lists of samples shipped to laboratory, contract procedures, etc. This file is documentation to the Pesticide Human Monitoring Data System master file.	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file at the end of 2 years. Keep in office for 10 years, then destroy.
55.	<u>National Human Effects Microfilm File (1968-1969).</u> File contains microfilm copies of the following by State:  a. Periodic Followup Exam  b. Autopsy Record  c. Surgical Record  d. Pesticide Residue Record  e. Blood Biochemistry Record  f. Urine Biochemistry	<u>Retention:</u> Retain 10 years.  <u>Disposition:</u> Break file upon the termination of program. Keep in office for 10 years, then destroy.

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56.	<p><u>Conservation Need Inventory (CNI) Soil Monitoring.</u> A collection of volumes by State in which small geographic areas (sites) are numerically identified. Used for site location coding.</p>	<p><u>Retention:</u> Retain 8 years.</p> <p><u>Disposition:</u> Break file upon the termination of CNI system for site identification. Keep in office for 3 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.</p>
57.	<p><u>Sample (Soil) Data Sheets EPA Form 8550-1.</u> Form used to send soil samples and data to laboratories. Forms microfilmed at end of year. Also used for data validation and for drawing site maps showing urban sampling sites in the Urban Monitoring Programs. <i>arranged chronologically.</i></p>	<p><u>Retention:</u></p> <p>a. <u>Hard Copy.</u> Retain 1 year.</p> <p>b. <u>Microfilm Copy.</u> Retain 10 years.</p> <p><del>c. <u>Tapes/Disks.</u></del> <del><u>Permanent.</u></del></p> <p><u>Disposition:</u></p> <p>a. <u>Hard Copy.</u> Break file upon the correction of Error Listings. Keep in office for 1 year, then destroy.</p> <p>b. <u>Microfilm Copy.</u> Break file upon the completion of microfilming. Keep in office for 10 years, then destroy.</p>

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58.	<p><u>Cropping and Pesticide Use Master File.</u> Contains data extracted from EPA Form 8550-3, Cropping and Pesticide Use Record, showing a stratified sample of 10-acre sites in 37 states, including pesticide application data (kind and amount) and cropping information for agricultural sampling sites. Sample date includes lab and accession number, region and state code, year of survey, crop name and number of acres, pesticide use code, method of application, and pounds per acre of active ingredients. <u>Note:</u> Tape files shall be maintained in accordance with 41 CFR 101-32.1207.</p>	<p><del>c. <u>Tapes/Disks.</u> Break file after completion of report. Keep in office for 10 years, then offer to the National Archives.</del></p> <p><u>Retention:</u></p> <p>a. <u>Hard Copy.</u> Retain 1 year.</p> <p>b. <u>Microfilm Copy.</u> Retain 10 years.</p> <p>c. <u>Tapes/Disks.</u> Permanent. <i>5 reels of tape total accumulation</i></p> <p><u>Disposition:</u></p> <p>a. <u>Hard Copy.</u> Break file upon the correction of Error Listings. Keep in office for 1 year, then destroy.</p> <p>b. <u>Microfilm Copy.</u> Break file upon the completion of microfilming. Keep in office for 10 years, then destroy.</p> <p>c. <u>Tapes/Disks.</u> Break file after completion of report. Keep in office for 10 years, then offer to the National Archives.</p>

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59.	<p><u>Soil Analysis (or Residue) Master File.</u> A master file containing data from EPA Form 8550-2, Analysis (Soil) Worksheets used to determine levels of pesticide residues in soils and crops. Data recorded for each stratified sample of cropland and non-cropland soil includes laboratory number, accession number, state code, site station number, date sampled, rainfall, temperature, soil composition, date of analysis, and class, code, and amount of pesticide residue collected. <u>Note:</u> The tape file shall be maintained in accordance with 41 CFR 101-32.1207.</p>	<p><u>Retention:</u></p> <p>a. <u>Hard Copy.</u> Retain 6 months.</p> <p>b. <u>Tapes/Disks.</u> <u>Permanent.</u> <i>5 reels of tape total accumulation</i></p> <p><u>Disposition:</u></p> <p>a. <u>Hard Copy.</u> Break file upon correction of Error Listings. Keep in office for 6 months, then destroy.</p> <p>b. <u>Tapes/Disks.</u> Break file after completion of update cycle. Keep in office 12 years. then offer to the National Archives.</p>
60.	<p><u>Soil Monitoring Reports.</u></p> <p><u>Computer printouts.</u></p> <p><u>Pesticide Residues in Cropland Soil</u> (by Crop - State - Region and Area)</p> <p><u>Laboratory Analysis Report</u> (Pesticides detected by analysis - by State and Crop)</p> <p><u>Probit Analysis Report</u> (Log probit - % of responses read. By State and crop area)</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file upon publication of reports, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.</p>

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	<p><u>Frequency Distribution Cropland and noncropland % of times found by land, crop, State, and pesticide)</u></p> <p><u>State Data Summaries for Material Other than Soil (Residues by Crop and State)</u></p> <p><u>Cropping and Field Use Record Report (Pesticides applied to Cropland. By State, crop, number of acres, pesticide etc.)</u></p>	
61.	<p><u>Physical Soil Samples.</u> Samples of soil kept in laboratory.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Keep in laboratory for 2 years, after test and analysis, then destroy.</p>
62.	<p><u>Soil Monitoring Operations Files.</u> Contains data relating to the development and operation of the Soil Residue Program. Records consist of statement of objectives, layout for data collection and sample collection, program for processing data, list of samples, comments from field force, photographs of site locations, review of numbering program, detailed work summaries.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at the end of 5 years. Keep in office for 5 years, then destroy.</p>
63.	<p><u>Federal Register Notices Project File.</u> File for handling Notices for publication in the Federal Register. Notices usually pertain to pesticide products,</p>	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Break</p>

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	registrations and cancellations, or the announcement of a hearing. Records consist of final and approved draft of Notice, copies of product labels, tear sheet from Federal Register, newspaper clippings, and EPA press releases, citations and abstracts of articles.	file at the end of year. Keep in office for 7 years, then destroy.
64.	<u>Federal Register - Response to Notices Published.</u> Responses in the form of correspondence from the public, civic groups, industrial organizations, State and local governments, religious and educational institutions.	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Break file at the end of year. Send to Federal Records Center for 7 years, then destroy.</p>
65.	<u>Federal Register - Log Book of Notices.</u> Book listing the receipt and disposition of all documents slated for publication in the Federal Register.	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Break file at the end of year. Keep in office 7 years, then destroy.</p>
66.	<p><u>EPA Compendium of Registered Pesticides (Green Sheets), and the USDA Summary of Registered Agricultural Pesticide Chemical Uses.</u> A summary of the formulation, use, tolerance, dosage, and limitations of registered pesticides and toxic substances. Published in three editions - 1961, 1966, and 1973.</p> <p><i>Arranged by year of edition.</i></p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> <u>Permanent.</u> <i>1 vol. per yr. (1 in. per yr.)</i></p> <p>b. <u>Information Copies.</u> As determined by users reference needs.</p> <p><u>Disposition:</u></p>

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		<p>a. <u>Record or Master Copy.</u> Break file up on the initiation of a new edition, then send to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer needed.</p>
67.	<p><u>Laboratory Cards (ID).</u> 5 x 8 inch cards that contain the laboratory analysis report on pesticide samples picked up by Federal Investigators. Cards are frequently duplicated for varied indexes such as ID number, chemical name, product name, etc.</p>	<p><u>Retention:</u> As below.</p> <p><u>Disposition:</u> Destroy when no longer needed for reference.</p>
68.	<p><u>Laboratory Test Report.</u> Laboratory reports of the receipt and test made on pesticide samples.</p>	<p><u>Retention:</u> Retain 15 years.</p> <p><u>Disposition:</u> Break file at the end of 5 years. Keep in laboratory installation for an additional 15 years, then destroy.</p>
69.	<p><u>Physical Pesticide Samples.</u> Physical samples of pesticides received and tested at EPA laboratory facility.</p>	<p><u>Retention:</u> Retain 3 months.</p> <p><u>Disposition:</u> Keep in laboratory for 3 months after receipt of permanent abeyance notice, then destroy.</p>

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70.	<p><u>Protocols - Analytical Methods.</u> Laboratory test methods used in the analysis of official samples or considered for use.</p>	<p><u>Retention:</u> Retain 30 years.</p> <p><u>Disposition:</u> Break file when test method is revised or discontinued. Keep at laboratory installation for 30 years, then destroy.</p>
71.	<p><u>Chemical Abstracts.</u> Collection of abstracts of articles published in chemical journals and technical publications. Abstracts maintained in book and microfilm (leased from publisher) form.</p>	<p><u>Retention:</u> As below.</p> <p><u>Disposition:</u> Return, or destroy when no longer needed for reference.</p>
72.	<p><u>Technical Environmental Reports (Microfiche).</u> Microfiche copies of environmental reports microfilmed and distributed by the National Technical Information Service (NTIS). Reports produced by Government agencies by commercial unit under Government contract.</p>	<p><u>Retention:</u> As below.</p> <p><u>Disposition:</u> Return, or destroy when no longer needed for reference.</p>
73.	<p><u>Health Aspects of Pesticides - Abstract Bulletin (HAPAB).</u> A quarterly publication put out by the Technical Services Division containing abstracts of current pesticide articles from professional and technical publication. <i>arranged chronologically.</i></p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> <u>Permanent.</u> <i>6 in. per. yr.</i></p> <p>b. <u>Information Copies.</u> As determined by user needs.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break</p>

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		<p>file at the end of year. Keep in office for 30 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer needed.</p>
74.	<p><u>Copies of Articles Abstracted for HAPAB Publication.</u> Xeroxed copies or tear sheets of the articles abstracted for HAPAB. <i>arranged alphabetically by title of article.</i></p>	<p><u>Retention:</u></p> <p>a. <u>Hard Copy.</u> Retain 1 year.</p> <p>b. <u>Microfiche Copy.</u> <u>Permanent.</u> <i>1 in. per yr.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Hard Copy.</u> Keep 1 year after micro-filming and editing, then destroy.</p> <p>b. <u>Microfiche Copy.</u> Break file at the end of 30 years, then offer to the National Archives.</p>
75.	<p><u>Manuscripts of Articles Written by EPA Personnel.</u> Original draft of pesticide articles submitted to professional, trade, and commercial magazines for publication. Includes manuscripts awaiting publication as well as those published. Folder may also contain reprint of published article. <i>arranged alphabetically by surname of author.</i></p>	<p><u>Retention:</u> <u>Permanent.</u> <i>1 in. per yr.</i></p> <p><u>Disposition:</u> Break file at the end of 10 years. Keep in office for 20 years, then offer to the National Archives.</p>

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76.	<p><u>Computer Program Documentation Files.</u> Documents relating to the design, installation, and operation of data processing jobs. Records consist of block diagrams, personnel assignments, equipment specifications, file identification, error procedures, program instructions, and report layouts.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file upon job completion or termination. Keep in office for 3 years, then destroy.</p>
77.	<p><u>Computer Produced OPP Staffing Rosters.</u> Computer produced staffing rosters that give name of position, GS Series and Grade, name of individual in position and location for each OPP job by Division, Branch, and Section.</p>	<p><u>Retention:</u></p> <p>a. <u>Printout - Record Copy.</u> Retain 3 years.</p> <p>b. <u>Printout - Information Copies.</u> Retain current issue.</p> <p>c. <u>Tapes/Disks.</u> Retain current plus 1 prior Tape/Disks.</p> <p><u>Disposition:</u></p> <p>a. <u>Printout - Record Copy.</u> Break file at the end of year. Keep for 3 years, then destroy.</p> <p>b. <u>Printout - Information Copies.</u> Destroy upon receipt of new edition.</p> <p>c. <u>Tapes/Disks.</u> Erase after 2nd update cycle.</p>

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78.	<p><u>Aldrin-Dieldrin Committee (1963-1965).</u>                      Proceedings and conclusions of task force assigned to study the use and effect of Aldrin-Dieldrin. Records consist of minutes of meetings, agendas, committee correspondence, and reports. <i>arranged alphabetically by subject.</i></p>	<p>Retention: <u>Permanent.</u>  <i>6 ft. total accumulation; closed series.</i>                      Disposition: Break file upon the completion of study. Keep in office for 10 years, then send to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>