

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-412-85-24	DATE RECEIVED 6/19/85
1. FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office Of Pesticides		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Harold Webster Thomas Tasker	5. TELEPHONE EXT. 382-5912 383-5911	DATE 12-2-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
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 19 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE Thomas Tasker <i>Thomas Q. Tasker</i>	D. TITLE Agency Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1 - 55	<p>Pesticides Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this Schedule is part of a major review and update of the EPA Records Control Schedules.</p> <p>Attached is a copy of the revised Pesticide Records Control Schedule.</p> <p>NOTE: The following items that are presently located in Appendix C, Schedule 16 are not superseded in this revised schedule; Items 4-6, 8, 10-12, 19-21, 27, 32, 34, 37, 40, 42, 44, 48-55, 61, and 69-74.</p>	Appendix C Schedule 16	

47 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

PESTICIDE PROGRAM RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

1. Registration Jackets. Record support for pesticide product registration. Records consist of Application for New Registration of a Pesticide, Confidential Statement of Formula, Enforcement Action, request to subregister, product label, label-change recommendations, chemical reviews, reports and data supporting label citations, enforcement case reviews, cancellation notices, certified mail receipts, products, formulas and related registration records. Records contain trade secrets and are restricted from public use.

a. Registration data submitted prior to September 30, 1978.

Retention: Retain 15 years.

Disposition: Keep in jacket until product is cancelled or withdrawn, then transfer jacket to the FRC. Destroy when 15 years old.

b. Registration data submitted after September 30, 1978.

Retention: Retain 10 years.

Disposition: Retain until product is withdrawn, or cancelled, then transfer to the FRC. Destroy when 10 years old.

2. Experimental Use Permit Jackets. Request for an application to ship a product for experimental use. Folder contains application for Temporary Permit to Ship an Economic Poison, 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. Records contain trade secrets and are restricted from public view.

Retention: Retain 15 years.

Disposition: Break file upon the termination or cancellation of permit. Keep in office for 5 years, then send to the FRC. Destroy when 15 years old.

3. Emergency Exemption Jackets. (Section 18's) Records consist of state or Federal request to exempt a pesticide from certain provisions of FIFRA, scope of emergency, economics, and residue and efficacy data in support of request. Scientific evaluations, action memorandum, (covers request, problem, economics, science evaluation, recommendation) and acceptance, withdrawal or denial telegram. Reports submitted by state and Federal agencies and during and after exemption regarding use, effect, results from use under an exemption.

Retention: Retain 7 years.

Disposition: Break file upon expiration of emergency exemption. Keep in office for 3 years, then transfer to the FRC. Destroy when 7 years old.

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4.	<u>24C Application by State.</u> State registration of a pesticide to meet a specific local need. For each registration, records include applicants name and address, product name, issue date, expiration date, toxicity, pesticide form, pesticide type(s), chemical active ingredients and percent concentration of each ingredient, and sites and pests.	<p><u>Retention:</u> Retain 15 years after product is withdrawn or cancelled.</p> <p><u>Disposition:</u> Retain until product is withdrawn or cancelled, then transfer jacket to the FRC. Destroy 15 years after product cancellation or withdrawal.</p>
5.	<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, interoffice memos. Records may contain trade secrets that are restricted from public use.	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Keep in office for 3 years, then transfer to FRC. Destroy when 7 years old.</p>
6.	<u>Inert Material Files.</u>	
	a. <u>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. Records contain trade secrets and are restricted from public use.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Keep in office 20 years, then offer to the National Archives.</p>
	b. <u>Correspondence.</u> Correspondence to and from companies regarding inert materials, the listing of materials in the CFR, and requests for exemptions from tolerance clearance. Records contain trade secrets and are restricted from public use.	<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>
7.	<u>Good Laboratory Practice (GLP) and Audit Report File.</u> File 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. Documents are filed alphabetically by laboratory. Documents contain confidential material and are restricted from public use.	<p><u>Retention:</u> Retain for 25 years.</p> <p><u>Disposition:</u> Break file upon completion of laboratory audit. Retain in office for 5 years, then send to FRC. Destroy when 25 years old.</p>

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8. Pesticide Regulations, Standards and Guidelines. 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 tearsheets of rule, EPA press releases and newspaper clippings, etc., arranged alphabetically by title.

Retention: Permanent.

Disposition: Break file upon the publication of rule in Federal Register. Keep in office for 1 year, then transfer to FRC. Keep in FRC for 20 years, then offer to the National Archives.

9. RPAR (Rebuttal Presumption Against Registration) Files. Also called Special Reviews File contains data used in review of a chemical suspected of meeting risk criteria in the following areas: acute and chronic toxicity, reproduction, reduction in wildlife, endangered species and non-target animals, and lack of emergency treatment. Files include correspondence, exposure/risk and benefit analyses, environmental fate profiles, FR notices, technical literature, company submitted data, science reviews, evaluation and validation of rebuttals, SAP and USDA reports, registration data, press releases, draft and final position documents with comments, concurrences, and associated bibliographies. Confidential materials in the file are archived separately and restricted from public use. Documents retained on microform will be produced in accordance with 36 CFR 1230.10 and used in accordance with 36 CFR 1230.20.

Retention: As below.

Disposition: When final position document is published in Federal Register break file and separate into administrative and technical documents and send file to PMSD for PDMS archive. (Item no. 32).

a. Paper Records. Retain until conversion to microform is verified for completeness, then destroy.

b. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.

c. Permanent Microform Copy. Offer to NARS when 20 years old a silver halide microform plus one duplicate. Transfer certified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.

10. Environmental Impact Statement and Review File. 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.

Retention: Retain 5 years.

Disposition: Break file upon the completion of review. Keep in office for 1 year, then transfer to the FRC. Destroy when 5 years old.

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11. Registration Standard Case File. Contains information relating to the development of a registration standard. Records consist of correspondence, fact sheets, FR notices briefing materials, technical data, science reviews, disciplinary and topical summaries, registration drafts with comments and concurrences, and final registration standard. Confidential materials in the file are archived separately and restricted from public use. Documents retained on microform will be produced in accordance with 36 CFR 1230.10 and used in accordance with 36 CFR 1230.20.
12. Contracts; Grants; and Agreement File. Documentation relating to the formulation, solicitation, award, and ~~changes in contracts for scientific or technical type studies, including community studies and other pesticide~~ relating 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 all other related documents.
13. Controlled and Major Correspondence of the Director, Office of Pesticide Programs. Includes copies of controlled and major correspondence signed by the Director or approved by him for the signature of other Agency Officials. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies.
14. General Correspondence of the Director, Office Pesticide Programs. Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures.

- Retention: As below.
- Disposition: Break file when registration standard is completed and separate into administrative and technical documents and send files to PMSD for PDMS archive (Item No. 32).
- a. Paper Records. Retain until conversion to microform has been completed, and microform is verified for completeness in PMSD, then destroy.
 - b. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.
 - c. Permanent Microform Copy. Offer to NARS when 20 years old a silver halide microform plus one duplicate. Transfer to WNRC for storage pending offer to NARS.
- Retention: Retain 6 years.
- Disposition: Break file upon completion of contract or agreement. Keep in office for 2 years, then transfer to the FRC. Destroy when 6 years old.
- Retention: Retain 12 years.
- Disposition: Break file at end of year. Keep in office current year plus 1 additional year, then transfer to the FRC. Destroy when 12 years old.
- Retention: Retain 5 years.
- Disposition: Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.

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15.	Company Correspondence File. Letters of transfer and company name and address changes.	<p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain 5 years or until microfilmed.</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>
16.	Animal Science - Control Chemicals. 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><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>
17.	Laboratory Cards (ID). 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 numbers, chemical name, product name, etc.	<p><u>Retention:</u> As below.</p> <p><u>Disposition:</u> Destroy when no longer needed for reference.</p>
18.	Product-Label File. A collection of product labels maintained by chemical and application.	<p><u>Retention:</u> Retain 1 year after cancellation or withdrawal of product.</p> <p><u>Disposition:</u> Keep in office for 1 year after cancellation or withdrawal of product, then destroy.</p>
19.	Preliminary Quantitative Usage Analysis of Pesticide Active Ingredients. File of reports for registration standards development, for EPA surveillance Index Program, special reviews, and other purposes.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Keep in office for 5 years, then send to FRC. Keep in FRC for 25 years, then TRANSFER TO destroy THE NATIONAL ARCHIVES.</p>

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*change OK'd by
EPA 11/24 mvs*

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20. Cooperative Agreement Pesticide Economic Benefit Studies. Reports of technical studies conducted at cooperating universities on economic benefits and impacts of pesticides.

a. Final Studies

b. Working Papers

Retention: Permanent.

Disposition: Break file upon the completion of study. Keep in office for 1 year, then send to the FRC. Keep in FRC for 15 years then offer to the National Archives.

Retention: As below.

Disposition: Destroy when final study has been completed, or when no longer needed.

Retention:

a. Record Copy. Permanent.

b. Other Copies. Destroy when no longer needed.

Disposition:

a. Record Copy. Break file annually, keep in office 5 years, then send to FRC. Keep in FRC for 10 years, then offer to the National Archives.

b. Other Copies. Destroy when reference use is exhausted.

Retention: Permanent.

Disposition: Break file upon the completion of program. Keep in office for 1 year, then send to the FRC. ~~Keep in FRC for 20 years, then offer to the National Archives.~~

21. Regulatory Impact Analysis Under EO 12291. Formal analysis reports on the regulatory impact of agency proposed rules, regulations and status arranged chronologically.

22. Substitute Chemical Program File. 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 manufacturer, lab test reports, field test reports, cost/benefits reports, etc., arranged alphabetically by name of chemical.

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23. Manuscript of Articles Written by EPA Personnel. Original ~~draft of pesticide articles submitted to professional, trade, and commercial magazines for publications.~~ Includes manuscripts awaiting publication as well as those published. Folder may also contain reprint of published article. Arranged alphabetically by surname of Author.

Retention: Permanent.

Disposition: Break file at the end of 10 years, then offer to the National Archives.

24. Technical Data Files. Published and unpublished data about pesticide chemistry, use, efficacy, residues, toxicology, exposure, risk, etc. Data submitted by registrants, experimentors, other government agencies, EPA, etc., in support of, but not limited to registration actions, petitions for tolerance, 24C's, section 18's, registration standards/special reviews, data call-in. Registrant submitted documents assigned EPA accession numbers. Documents are archived centrally in the Pesticide Document Management System (item 32) by MRID number. These documents will be retained on microform produced in accordance with 36 CFR 1230.10 and used in accordance with 36 CFR 1230.20. A copy of the Level II Index will be transferred with the older records. Note: These documents contain trade secrets and are therefore restricted from public use. Growth and Data collection is approximately 20,000 fiche/year or approximately 50 linear feet.

Retention:

a. Paper Records. Retain until conversion to microform has been completed.

b. Microform. Permanent.

Disposition:

a. Paper Records. Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy. Note: Retain permanently in separate files those documents that cannot be filmed and verified for completeness. Offer these records with permanent microform copy (item c, below) to Archives when 20 years old.

b. Office Microform Copy. Keep working copy in office until no longer needed, then destroy.

c. Permanent Microform Copy. Offer to NARS when 20 years old a silver halide microform plus one duplicate. Transfer certified microform in cubic feet blocks to WNRRC for storage pending offer to NARS.

25. Conservation Need Inventory (CNI) Soil Monitoring. A collection of volumes by State in which small geographic areas (sites) are numerically identified. Used for site location coding.

Retention: Retain 8 years.

Disposition: Break file upon the termination of CNI system for soil monitoring site identification. Keep in office for 3 years, then transfer to the FRC. Keep in FRC for 5 years, then destroy.

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26.	Laboratory Test Report: Laboratory reports of the receipt and tests made on pesticide samples.	Retention: Retain 15 years. Disposition: Break file at the end of 5 years. Keep in laboratory installation for the additional 15 years, then destroy.
27.	Chemical Reviews. 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.	Retention: Retain current plus prior review. Disposition: Break file upon the completion of review. Keep in office until the completion of 3rd update cycle, then destroy.
28.	Test Methods and Analysis. 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.	Retention: Retain 20 years. Disposition: Review in office every 5 years, keeping records of continuing value and destroying other materials. Transfer retained records to the FRC. Destroy when 20 years old.
29.	Soil; Water, Estuarine Monitoring System (SWEMS). PURPOSE--The SWEMS system contains residue data for agricultural crops, water, and agricultural chemical application data for the sites sampled. SCOPE--These data can be summarized in several ways; by materials, by State, by crop, by urban area. a. <u>Cropping and Pesticide Use Master File.</u> Contains data extracted from EPA Form 8850-3, 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 data includes lab and accession number, Region and State code, year of survey, crop name and number of acres, pesticide use code, method application, and pounds per acre of active ingredients. Note: Tape files shall be maintained in accordance with 36 CFR 1234.4.	Retention: Permanent. Disposition: Transfer records to the National Archives when the program is discontinued. Retention: a. <u>Paper Copy.</u> Retain 1 year. b. <u>Microfilm.</u> Permanent. c. <u>Tape/Disks.</u> Permanent. Disposition: a. <u>Paper Copy.</u> Break file upon the correction of error listings, and conversion to microform has been completed and microform is verified for completeness. Keep in office for 1 year, then destroy.

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	<p>b. <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, data of analysis, and class, code, and amount of pesticide residue collected. Note: The tape file shall be maintained in accordance with 36 CFR 1234.4.</p> <p>c. <u>Soil Monitoring Reports:</u> Computer printouts. <u>Pesticide Residues in Cropland Soil (by Crop - States - Region and Area) Laboratory Analysis Report (Pesticides detected by analysis - by State and Crop area) Frequency Distribution Cropland and Noncropland (% of times found by land, crop, State and pesticide) State Data Summaries for Material Other than Soil (Residues by Crop and State) Cropping and Field Use Record Report (Pesticides applied to Cropland. By State, crop, number of acres, pesticide etc.)</u></p> <p>d. <u>Sample (Soil) Data Sheets EPA Form 8550-1.</u> Form used to send soil 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. Arranged chronologically.</p>	<p>b. <u>Microfilm.</u> Offer to NARS when 20 years old a silver halide microform plus one silver halide or vesicular duplicate. Transfer certified microfilm in cubic foot blocks to WNR for storage pending offer to NARS.</p> <p>c. <u>Tapes/Disks.</u> Break file after completion of report. Keep in office 10 years, then offer to National Archives.</p> <p><u>Retention:</u></p> <p>a. <u>Hard Copy.</u> Retain 6 months.</p> <p>b. <u>Tapes/Disks.</u> Permanent.</p> <p><u>Disposition:</u></p> <p>a. <u>Hard Copy.</u> Break file upon correction of Error Listings. Keep in office for 1 year, then destroy.</p> <p>b. <u>Tapes/Disks.</u> Break file after completion of update cycle. Keep in office for 10 years, then offer to National Archives.</p> <p><u>Retention:</u> Retain for 5 years after publication of reports.</p> <p><u>Disposition:</u> Break file upon publication of reports then transfer to FRC. Destroy when 5 years old.</p> <p><u>Retention:</u></p> <p>a. <u>Paper Copy.</u> Retain 1 year.</p> <p>b. <u>Microfilm Copy.</u> Permanent.</p>

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		<p><u>Disposition:</u></p> <p>a. <u>Paper Copy.</u> Break file upon the correction of Error Listing and conversion to microform has been completed and microform is verified for completeness. Keep in office for 1 year, then destroy.</p> <p>b. <u>Microfilm Copy.</u> Offer to NARS when 20 years old a silver halide microform plus one silver halide or vesicular duplicate. Transfer certified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.</p> <p><u>Retention:</u> Maintain current report.</p>
30.	<p><u>Pesticide Accident and Incident Summary Report.</u> Periodic statistical and narrative presentation of accident and incident data by date, region, State, product, chemicals or animal.</p>	<p><u>Disposition:</u> Destroy report after being superseded by the new report.</p>
31.	<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 by 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. Note: These tape files shall be maintained in accordance with 36 CFR 1234.4.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> 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>
32.	<p><u>Pesticide Document Management System (PDMS).</u> A dual master mixed batchmode system, consisting of a set of microfiche of all documents associated with an extensive ADP index/catalog. PDMS contains about 135,000 unpublished/published technical documents submitted to EPA by registrants to support registration actions, the public, other government agencies. The system also includes EPA science reviews, reports, and records of regulatory decisions. Documents are arranged by MRID number. Registrant submitted data are identified by their accession number, data type, and submission date. The principal outputs of PDMS are bibliographies of documents selected by chemical or other indexing terms, and reproductions on fiche or paper of archived</p>	<p><u>Retention:</u></p> <p>a. <u>Paper Records:</u> Retain until conversion to microform has been completed.</p> <p>b. <u>Microform.</u> Permanent.</p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy.</p> <p>a. <u>Paper Records.</u> Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy.</p> <p><u>Note:</u> Retain permanently in separate file those</p>

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	documents themselves. These documents may contain trade secrets and are therefore restricted from public use. Growth of data collection is approximately 20,000 documents a year. Documents retained on microform will be produced in accordance with 36 CFR 1230.10 and used in accordance with 36 CFR 1230.20.	documents that cannot be filmed and verified for completeness. Offer these records with permanent microform copy (Item c below) to Archives when 20 years old. b. <u>Office Microform Copy</u> . Keep working copy in office until no longer needed, then destroy. c. <u>Permanent Microform Copy</u> . Offer to NARS when 20 years old a silver halide microform plus one duplicate. Transfer certified microfilm in cubic foot blocks to WNRC for storage pending offer to NARS.
33.	<u>Index to Pesticide Chemicals: Their Uses and Limitations.</u> A summary of all currently acceptable uses of pesticides including sites of application, target pests, dosage rates, tolerances, restrictions and limitations, and the method and frequency of application. Arranged by active ingredient.	<u>Retention:</u> a. <u>Record or Master Copy</u> . Permanent. b. <u>Information Copies</u> . As determined by users reference needs. <u>Disposition:</u> a. <u>Record or Master Copy</u> . Break file upon the initiation of a new edition, then send to the FRC. Keep in the FRC for 20 years, then offer to the National Archives. b. <u>Information Copies</u> . Destroy when no longer needed.
34.	<u>Pesticide Incident Reporting Monitoring System Master File.</u> A master file containing reports submitted from State health departments and poison control centers, and other cooperatives. 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 reviews of pesticide products to defend or deny a registration. Each variable length record contains the following information; reporting agency, episode date,	<u>Retention:</u> a. <u>Annual Reports</u> . Permanent. b. <u>Monthly/Quarterly Reports</u> . Retain current plus 1 prior issue. c. <u>Tape/Disk</u> . Permanent.

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U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
PESTICIDE PROGRAM RECORDS		APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	location codes of States, cities and countries, coded information about the nature of the episode and the humans, animals or plants involved and coded information about the pesticide product involved. Note: The tape files shall be maintained in accordance with 36 CFR 1234.5. Reports are arranged by active ingredient.	<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 FRC. Keep in FRC for 20 years, then offer to the National Archives.</p> <p>b. <u>Monthly/Quarterly Reports.</u> Break file on receipt of report. Keep in office for 2 month/quarters, then destroy.</p> <p>c. <u>Tape/Disk.</u> Break Tape/Disk file upon the completion of report. Keep in office for 40 years, then offer to the National Archives.</p>
35.	<u>Pesticides Episode Report (EPA Form 8550-4).</u> A form used for reporting accidents or incidents from the use of 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 Pesticides Episode Review System (PERS). Note: These tape files shall be maintained in accordance with 36 CFR 1234.4.	<p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain until information is transcribed on tape.</p> <p>b. <u>Tapes/Disk.</u> Permanent.</p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office until information is transcribed on tape and is verified for completeness, then destroy.</p> <p>b. <u>Tapes/Disk.</u> Keep tapes in office for 40 years, then offer to the National Archives in 10 year blocks.</p>
35.	<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. Arranged alphabetically by name of case.	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon the completion of study of investigation. Keep in office for 10 years, then transfer to FRC. Keep in FRC for 25 years, then offer to the National Archives.</p>
37.	<u>Printouts of Pesticide Production and Distribution Data Reported Under FIFRA.</u> For each pesticide establishment bearing an EPA number, data reported to EPA on quantities produced and distributed for each pesticide. The office of Pesticides Program manages data tapes for each year. The data base includes the data reported and received by EPA regions under Sections 7 and 17C (imports) of FIFRA.	<p><u>Retention:</u> Retain 20 years.</p> <p><u>Disposition:</u> Destroy when 20 years old.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

PESTICIDE PROGRAM RECORDS

COVERAGE OF SCHEDULE

APPLICABLE HEADQUARTERS OFFICE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

38 Pesticide Usage Survey Data and Documentation. For each quantitative usage survey conducted for EPA, reports of survey design, implementation, reports of results, basic data tapes, documentation, etc. Data obtained are quantitative data on the actual usage of pesticide products, by Region, extent of usage, site and other information arranged chronologically. Note: The tape files shall be maintained in accordance with 36 CFR 1234.4.

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a. Final Reports. ~~_____~~

Retention: Permanent.

Disposition: Keep in office for 10 years, then transfer to FRC. Offr to the National Archives when 20 years old.

b. Data and Documentation for Studies Completed Before 1987.

Retention: See below.

Disposition: Keep in office 3 years after completion of study, then destroy.

c. Documentation and Data Tapes for Studies Completed in 1987 and After.

Retention: See below.

Disposition: Keep in office 3 years after completion of study, then ~~transfer each study on~~ **SUBMIT ON** a SF-115 to the National Archives.

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d. Contract Implementation/Administration Records.

Retention: 6 years

Disposition: Keep in office for 3 years, then transfer to FRC. Destroy when 6 years old.

39 Pesticide Product Information System (PPIS). The system is used to support the requirement for registration and classification of all pesticides produced and used in the country. It also provides a centralized source of information on all registered products. The system contains technical and administrative information concerning all pesticides registered in the United States. This includes chemical composition, toxicity, name, and address of registrant, brand names, date of original registration and latest ammended date, etc.

Retention: Permanent.

Disposition: Transfer records to the National Archives and Records Service when the program is discontinued.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE PESTICIDE PROGRAM RECORDS		COVERAGE OF SCHEDULE APPLICABLE HEADQUARTERS OFFICE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
40.	<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><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 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>
41.	<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, report layouts.	<p><u>Retention:</u> Retain for 3 years after last production runs of program, then destroy.</p> <p><u>Disposition:</u> Break file upon job completion or termination, then destroy when 3 years old.</p>
42.	<u>Registration Report Slips.</u> Slips show name and address of registrant, EPA registration number, date, and product name. Slips used as catalogue of active and cancelled products. Filed by registration number.	<p><u>Retention:</u> As below.</p> <p><u>Disposition:</u> Break file upon successful conversion to ADP product listing. Destroy when essential information is converted to ADP product listings.</p>
43.	<u>Pending Application - Control Card.</u> Lists products of companies that are pending registration. Also lists product (by company) that are currently registered.	<p><u>Retention:</u> As below.</p> <p><u>Disposition:</u> Break file upon successful conversion to ADP listing. Destroy when essential information is converted to ADP product listing.</p>
44.	<u>State/Federal FIFRA Issues Research and Evaluation Group (SFFIREG) Files.</u> Records consist of verbatim transcripts of meetings, Action Items, minutes, reports and grants to Association of American Pesticide Control Officials (AAPCO) for funding of project.	<p><u>Retention:</u> Retain 12 years.</p> <p><u>Disposition:</u> Break file annually. Retain in office for 7 years and send to FRC. Destroy when 12 years old.</p>

RECORDS MANAGEMENT MANUAL

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45. Soil Monitoring Operations Files. 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.

Retention: Retain for 5 years, then microfilm. Retain hard copy until error listing corrected.

Disposition: Break file at the end of 5 years, microfilm and retain film until no longer needed.

46. Federal Register Files.

a. Federal Register Notices Project File. File for handling Notices for publication in the Federal Register. Notices usually pertain to pesticide products, 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 the Federal Register, newspaper clippings, and EPA press releases, citations and abstracts of articles.

Retention: Retain 7 years.

Disposition: Break file at the end of year. Keep in office 3 years, then transfer to FRC. Destroy when 7 years old.

b. Response to Notices Published. Responses in the form of correspondence from the public, civic groups, industrial organizations, State and local governments, religious and educational institutions.

Retention: Retain 7 years.

Disposition: Break file at the end of year. Keep in office 3 years, then transfer to FRC. Destroy when 7 years old.

c. Federal Register - Log Book of Notices. Book listing the receipt and disposition of all documents slated for publication in the Federal Register.

Retention: Retain 7 years.

Disposition: Break file at the end of year. Keep in office 3 years, then transfer to FRC. Destroy when 7 years old.

47. Freedom of Information Response File: Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: This file does not contain the Program's official record of information being requested.

Retention: Retain 2 years.

Disposition: Break file at end of year. Keep in office current plus 1 additional year, then destroy when 2 years old.

48. Aldrin - Dieldrin Committee (1963-1965). Proceedings and conclusions of task force assigned to study the use and effect of Aldrin-Dieldrin. Records consist of minutes, agendas, committee correspondence and reports. Arranged alphabetically by subject.

Retention: Permanent.

Disposition: Break file upon completion of study. Keep in office for 10 years, then send to FRC. Keep in FRC for 20 years, then offer to the National Archives.

RECORDS MANAGEMENT MANUAL

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49. Administrative Hearing and Judicial Action Files:
- a. Case Files. 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.
- b. Technical Support Files. Assistance provided the 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.
50. FIFRA Scientific Advisory Panel. Proceedings of the public meetings of the Scientific Advisory Panel on advice to the Agency on pesticide regulatory program. Records consist of verbatim transcripts, public meeting records, materials given to Panel for review and study, reports of the Panel, etc. Arranged chronologically.
- a. Proceedings, Transcripts and Reports
- b. Materials Given to the Panel for Review and Study.
51. Program Development File: Consists of records related to the development of Pesticide policies and programs. Records consist of correspondence, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, and other related records.

Retention: Retain 15 years.

Disposition: Break file upon the completion of case. Keep in office for 2 years, then transfer to the FRC. Destroy when 15 years old.

Retention: Retain 15 years.

Disposition: Break file upon the completion of hearing or case. Keep in office for 2 years, then transfer to the FRC. Destroy when 15 years old.

Retention: Permanent.

Disposition: Break file annually. Keep in office for 10 years, then send to the FRC. Keep in FRC for 5 years, then offer to the National Archives.

Retention: Retain 8 years.

Disposition: Break file annually. Keep in office for 3 years, then transfer to the FRC. Destroy when 8 years old.

Retention: Permanent.

Disposition: Break file annually. Transfer to the FRC in 5 year blocks when the most recent record is 10 years old. Transfer to the National Archives in 5 year blocks when the most recent record is 20 years old.

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ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
52.	<p><u>Program Management File.</u> Consists of records related to the management and administrative support of each unit of the Office of Pesticide Program. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break files at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
53.	<p><u>Speeches by Office Director or Staff.</u> Speeches prepared for delivery at civic functions and professional conference and meetings.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copy.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file annually. Transfer to the FRC in 5 year blocks when the most recent record is 5 years old. Transfer to the National Archives in 5 year blocks when the most recent record is 10 years old.</p> <p>b. <u>Information Copy.</u> Destroy when 1 year old or sooner if no longer needed.</p>
54.	<p><u>Scientific Data Reviews.</u> Reviews of scientific data to determine the potential hazards of pesticide chemicals. Data may pertain to toxicology, residue chemistry, ecological effects, exposure assessment, etc. These documents may contain confidential information.</p>	<p><u>Retention:</u></p> <p>a. <u>Paper Records.</u> Retain until conversion to microform has been completed.</p> <p>b. <u>Microform.</u> Permanent.</p> <p><u>Disposition:</u></p> <p>a. <u>Paper Records.</u> Keep in office until successful conversion to microform is confirmed; then destroy. Note: Retain permanently all documents for which high quality microform cannot be produced. Offer these documents with permanent microform copy (item c, below) to NARA when 20 years old.</p>

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Pesticide Program Records

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
19	3	1	Alphabetical
20	1	$\frac{1}{2}$	Alphabetical
21	2	1	Chronological
29	6	$1\frac{1}{2}$	Alphabetical
35	$\frac{1}{2}$	$\frac{1}{4}$	Chronological
38	1	$\frac{1}{2}$	Chronological
50	5	$1\frac{1}{2}$	Chronological
51	12	4	Subject
53	$\frac{1}{2}$	$\frac{1}{4}$	Chronological

Atch. to SF 115 (Revised Item Numbers compared to Previous Item Numbers, Schedule Number, and NARS Job Number)

Title Of Schedule: Pesticide Program Records

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
1	1	C-16	NC1-412-76-9
2	16		NC1-412-80-1
3	79		NC1-412-81-7
4 (New)	-		NCI-412-81-14
5	3		NC1-412-82-14
6	14, 15		
7 (New)	-		
8	22		
9 (New)	-		
10	29		
11 (New)	-		
12	25		
13 (New)	-		
14 (New)	-		
15	7		
16	33		
17	67		
18	19		
19 (New)	-		
20 (New)	-		
21 (New)	-		
22	26		
23	75		
24	17		
25	56		
26	68		
27	23		
28	28		
29	57, 58, 59, 60		
30	39		
31	43		
32 (New)	-		
33 (New)	66		
34	36		
35	35, 36		
36	38		
37 (New)	-		
38 (New)	-		
39	45, 46, 47, NCI-412-81-7, ITEM 1		
40	77		
41	76		
42	9		
43	13		
44 (New)	-		
45	62		
46	63, 64, 65		
47 (New)	-		
48	78		
49	24, 30		
50 (New)	-		
51 (New)	-		
52	31		
53 (New)	-		
54 (New)	-		
55 (New)	-		

*Changes OK'd by
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