

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-412-07-44	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 1-11-2007	
1. FROM (Agency or establishment) U.S. Environmental Protection Agency		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked Adisposition not approved or Awithdrawn in column 10.	
2. MAJOR SUBDIVISION Pesticides			
3. MINOR SUBDIVISION Headquarters			
4. NAME OF PERSON WITH WHOM TO CONFER John B. Ellis	5. TELEPHONE 202-566-1643	DATE 8/2/02	ARCHIVIST OF THE UNITED STATES <i>Alvin W...</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, is not required; is attached; or has been requested.			
DATE 1-8-07	SIGNATURE OF AGENCY REPRESENTATIVE <i>John B. Ellis</i>	TITLE Agency Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

EPA 348 Pesticide Usage Survey Data and Documentation

NC1-412-85-24/38

SA 8/15/07 copies sent to Agency, NWRMD, NWRME, NWRNW, NIR

EPA Records Schedule 348

Status: Final, 02/29/2008

Title: Pesticide Usage Survey Data and Documentation

Program: Pesticides

Applicability: Headquarters

Function: 108-025-06-01 - Ensure Safe Use of Pesticides

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-07-44

Description:

Records consist of quantitative usage surveys 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.

Disposition Instructions:

Item a(1): Final reports - Nonelectronic

- **Permanent**
- Close inactive records when survey completed.
- Transfer to the National Archives 30 years after file closure.

Item a(2): Final reports - Electronic

- **Permanent**
- Close inactive records when survey completed.

- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

Item a(3): Final reports - Electronic copy of records transferred to the National Archives

- **Disposable**
- Close file upon transfer to the National Archives.
- Delete after electronic record copy is successfully transferred to the National Archives.

Item b: Data and documentation for studies completed before 1987

- **Disposable**
- Close inactive records when survey completed.
- Destroy 3 years after file closure.

Item c: Data and documentation for studies completed in 1987 and after

- **Varies**
- Close inactive records when survey completed.
- Keep in office 3 years after file closure, then submit a new schedule to NRMP.

Item d: Contract implementation and administration records

- **Disposable**
- Close inactive records when survey completed.
- Destroy 6 years after file closure.

Guidance:

Reasons for Disposition:

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

The following changes were made in the 02/29/2008 version:

- Divided item a into three subitems, a(1)-(3).
- Revised the titles of disposition items a(1)-(3).
- Revised the disposition instruction for item a(3).

Custodians:

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

- **Contact:** Ruby West
- **Telephone:** 703-308-8135

Related Schedules:

Previous NARA Disposal Authority:

NC1-412-85-24/38

Entry: 09/11/1992

EPA Approval: 01/08/2007

NARA Approval: 08/07/2007

NC1-412-85-24

U.S. ENVIRONMENTAL PROTECTION AGENCY - RECORDS CONTROL SCHEDULES

TITLE OF SCHEDULE PESTICIDE PROGRAM RECORDS	COVERAGE OF SCHEDULE APPLICABLE HEADQUARTERS OFFICE	SCHEDULE NO.
<p>3. 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 location, extent of usage, site and other information arranged chronologically. Note: The tape files shall be maintained in accordance with 26 CFR 1234.5.</p> <p>a. Final Reports & Documentation <i>changed OK'd by EPA 11/24/87</i></p> <p>b. <u>Data and Documentation for Studies Completed Before 1987.</u></p> <p>c. <u>Documentation and Data Tapes for Studies Completed in 1987 and After.</u></p> <p>d. <u>Contract Implementation/Administration Records.</u></p> <p>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 name, date of original registration and latest amended date, etc.</p>	<p>Retention: Permanent.</p> <p>Disposition: Keep in office for 10 years, then transfer to FRC. Offer to the National Archives when 20 years old.</p> <p>Retention: See below.</p> <p>Disposition: Keep in office 3 years after completion of study, then destroy.</p> <p>Retention: See below.</p> <p>Disposition: Keep in office 3 years after completion of study, then transfer each study on a SF-115 to the National Archives.</p> <p>Retention: 6 years</p> <p>Disposition: Keep in office for 3 years, then transfer to FRC. Destroy when 6 years old.</p> <p>Retention: Permanent.</p> <p>Disposition: Transfer records to the National Archives and Records Service when the program is discontinued.</p>	<p><i>OK'd by EPA 11/24/87</i></p> <p><i>changed OK'd by EPA 11/24/87</i></p> <p><i>submit on</i></p> <p><i>change OK'd by EPA 11/24/87</i></p>

This schedule is in draft. It may be used to retire records, but may not be used to destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 348

Status: Draft, 03/30/2007

Title: Pesticide Usage Survey Data and Documentation

Program: Pesticides

Applicability: Headquarters

Function: 108-025-06-01 - Ensure Safe Use of Pesticides

NARA Disposal Authority:

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- N1-412-07-44

Description:

Records consist of quantitative usage surveys 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.

Disposition Instructions:

Item a: Final reports

- **Permanent**
- Close inactive records when survey completed.
- Transfer nonelectronic records to the National Archives 30 years after file closure.
- Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 30 years after file closure.

Item b: Data and documentation for studies completed before 1987

- **Disposable**
- Close inactive records when survey completed.
- Destroy 3 years after file closure.

Item c: Documentation and data for studies completed in 1987 and after

*superseded by
2/29/08 version*

- **Varies**
- Close inactive records when survey completed.
- Keep in office 3 years after file closure, then submit a new schedule to NRMP.

Item d: Contract implementation and administration records

- **Disposable**
- Close inactive records when survey completed.
- Destroy 6 years after file closure.

Guidance:**Reasons for Disposition:**

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

Custodians:

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

- **Contact:** Ruby West
- **Telephone:** 703-308-8135

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

NC1-412-85-24/38

Entry: 09/11/1992

EPA Approval: 01/08/2007

NARA Approval: Pending