

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-412-98-3	DATE RECEIVED 08/31/98
1 FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Prevention, Pesticides, and Toxic Substances		In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Pesticide Programs			
4 NAME OF PERSON WITH WHOM TO CONFER Rachel Van Wingen	5 TELEPHONE (202) 260-9709	DATE 5-25-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 8/27/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rachel Van Wingen</i> Rachel Van Wingen	TITLE Agency Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached U S EPA Records Control Schedule 335H		

EPA SERIES NO. 335

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: Pesticide Document Management System (PDMS): Registrant Registered Studies

PROGRAM: Pesticides

EPA SERIES NO: 335

AGENCY FILE CODE: PEST 335

NARA DISPOSAL AUTHORITY: N1-412-98-3
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of published and unpublished technical documents submitted to EPA by registrants, experimenters, or other government agencies in support of, but not limited to, registration actions, petitions for tolerances, 24C's, section 18's, registration standards/special reviews, and data call-ins. The records pertain to pesticide chemistry, use, efficacy, residues, toxicology, exposure, and risks assessments, and support registration actions. (This series previously scheduled as Technical Data Files for permanent retention under NC1-412-85-24/24.)

ARRANGEMENT: Arranged by master record identification number (MIRD).

TYPE OF RECORDS:
Case files

SPECIFIC RESTRICTIONS:
Confidential Business Information

MEDIUM:
Paper, microfilm, electronic

VITAL RECORD:
Yes

FUNCTIONS SUPPORTED:
Program operations

SPECIFIC LEGAL REQUIREMENTS:
Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 3(2)
40 CFR 152

EPA SERIES NO. 335

DISPOSITION INFORMATION:

FINAL DISPOSITION:

TRANSFER TO FRC PERMITTED:

a(1). Paper records dated prior to June 1996: Disposable	No
a(2). Paper records dated June 1996 to present: Permanent	Yes
b(1). Microform copies dated 1963 to 1996: Permanent	Yes
b(2). Office microform copy dated 1963 to 1996: Disposable	No
c. Electronic versions created with office automation applications: Disposable	No

FILE BREAK INSTRUCTIONS: See disposition instructions.

DISPOSITION INSTRUCTIONS:

a(1). Keep in office until conversion to microform has been completed and microform is verified for completeness, then destroy.

a(2). Break file at end of calendar year and retire to FRC. Transfer to the National Archives when 10 years old.

b(1). Break file at end of calendar year. Retire one silver halide and one diazo copy to the FRC along with finding aids and indexes. Transfer to the National Archives when 10 years old. If microfilm does not meet requirements of 36 CFR 1230.10 and 36 CFR 1230.20, retire paper to FRC in place of microfilm when 10 years old. Destroy microfilm when no longer needed.

b(2). Destroy when no longer needed.

c. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition previously approved by the National Archives. Series has been modified to include multimedia formats.

AGENCY-WIDE GUIDANCE: Records information is entered into the Pesticide Document Management System (PDMS), EPA 343.

Records that are microfilmed, must be produced in accordance with standards in CFR 1230.10 and 36 CFR 1230.20.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

EPA SERIES NO. 335

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: ISB/PMSD

Location: CM2, Rm 234

Inclusive Dates: Pre-date EPA to present

Volume on Hand (Feet): 25 ft.

Annual Accumulation: 100 ft.
(feet or inches)

CONTACT POINT:

Name: John Jamula

Mail Code: 7502C

Telephone: 703-305-6426

Office: IRSD/ISB

Room: CM2, 210

CONTROL INFORMATION:

RELATED ITEMS: EPA 343

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-76-9/2 and 17, NC1-412-80-1/2 and 17, NC1-412-85-24/24

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
8/27/98	5/25/99	9/1/92	8/24/99