

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) U. S. Environmental Protection Agency	
2. MAJOR SUBDIVISION Office of Prevention, Pesticides and Toxic Substances	
3. MINOR SUBDIVISION Information Services Branch	
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5. TELEPHONE 202-566-1669

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-412-03-13</i>	
DATE RECEIVED <i>5-22-2003</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>9/3/03</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 <u>3</u> 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,		
<input checked="" type="checkbox"/>	is not required;	<input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.
DATE 5/14/2003	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>Chris O'Donnell</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached U. S. EPA - 341 - Pesticide Incident Documents		WITHDRAWN
<i>WITHDRAWN 9/3/03</i>			
<i>cc Agency nwmw nwmw</i>			

U.S. EPA RECORDS SCHEDULE 341

DRAFT: 5/16/03

SERIES TITLE:

Pesticide Incident Documents

PROGRAM:

Pesticides

EPA SERIES NO:

341

AGENCY FILE CODE:

PEST 341

NARA DISPOSAL AUTHORITY:

Pending

APPLICABILITY:

Headquarters

DESCRIPTION:

Records consist of correspondence, statistical and narrative documents relating to accidents and incidents including FIFRA 6(a)2 levels (adverse health effects) reported by industry, government agencies, the public, etc.

DISPOSITION INFORMATION:**a. Record copy - microformed or paper**

Permanent.

If record copy is in microform, break file upon completion of quality assurance check. Keep in office up to 1 year after file break, then retire one silver halide (master) and one diazo copy along with finding aids and indexes to the FRC. Transfer to the National Archives 20 years after file break.

If record copy is not microformed, break file upon completion of chemical report. Keep in office up to 1 year after file break, then retire to FRC with finding aids and indexes. Transfer to the National Archives 20 years after file break.

b. Paper copy - microformed

Disposable.

Break file when documents have been microformed and checked for quality assurance, then destroy paper.

c. Office microform copy

Disposable.

Destroy when no longer needed for audit, legal, administrative, or other operational purposes.

d. Electronic copies created with word processing and electronic mail applications

Disposable.

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Delete when record copy is generated.

ARRANGEMENT:

Hard copy documents arranged by date, region, state, product, chemicals or animal, or sequential Incident Data System (IDS) number.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential business information

MEDIUM:

Paper, electronic, microfilm

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 6(a)2

REASONS FOR DISPOSITION:

Disposition previously approved a disposable retention for this item. Since incident reports can influence regulatory decisions on pesticide products, the program feels they should be kept permanently. In addition, there is considerable public interest in the incidents.

AGENCY-WIDE GUIDANCE:

Since 2001, incident reports are being scanned and imaged on CD-ROM. Prior to that time, all incident reports are in microfiche. This collection of microfiche will continue to be the official record until the transition to CD-ROM as reflected in the Incident Data System (EPA 352) is approved as the record copy.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) or those exempted from disclosure by statute such as the Privacy Act must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

Microforms are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. If paper records are not converted to microform, apply disposition a to the paper records.

PROGRAM OFFICE GUIDANCE/ DESCRIPTIVE INFORMATION:**CONTROLLING UNIT:****Unit:**

Office of Prevention, Pesticides, and Toxic Substances

Location:

Crystal Mall 2

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Inclusive Dates:

1992-present

Volume on Hand (feet):

2 cu. ft.

Annual Accumulation (feet or inches):

1 box fiche, paper - 10 cu. ft.

CONTACT POINT:

Contact:

Kate Bouve

Mail Code:

7502C

Telephone:

703-305-5032

Office:

Information Resources and Services Division, Information Services Branch

RELATED ITEMS:

EPA 352

PREVIOUSLY APPROVED BY NARA SCHEDULE NOS:

NC1-41-76-9/39, NC1-412-85-24/30

Approval Date EPA:

Approval Date NARA:

Entry Date:

9/3/92

Last Modified:

5/16/03

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