

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER <i>N1-412-07-97</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED <i>1-11-2007</i>	
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 <i>8/2/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alan 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				
DATE <i>1-8-07</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 363 Pesticide Product Label System (PPLS)

N1-412-95-2/16

*8/15/07 copies sent to Agency, NWMD, NUME, NUNW, NR*

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

## EPA Records Schedule 363

**Status:** Development, 12/20/2006

**Title:** Pesticide Product Label System (PPLS)

**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). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

### **Description:**

Records consist of a collection of registered pesticide product labels submitted by pesticide registrants and accepted by EPA since 1971. The records are used for reference by EPA staff in processing pesticide registration applications. The file contains a cumulative index, which is updated quarterly. The official copy of a product label is maintained in the registration jacket covered under EPA series 315. (Microfilmed records formerly called Compact Label File.)

### **Disposition Instructions:**

**Item a:** Record copy prior to 1996

- Disposable
- Close inactive records at end of fiscal year. Destroy when 25 years old. If records are microformed or imaged, destroy paper after quality assurance is completed.

**Item b:** Record copy after 1996

- Disposable
- Close inactive records at end of fiscal year. Keep most recent data set in office and update every 3 months. Destroy when no longer needed. If records are microformed or imaged, destroy paper after quality assurance is completed.

### **Guidance:**

The official copy of a product label is maintained in the registration jacket covered under EPA 315.

Pesticides Registration Documents are scheduled as EPA 315 and Label Use Information System (LUIS) as EPA 366.

Microform copies are to be produced in accordance to standards in 36 CFR 1230.10 and 1230.20.

**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 disposition items were changed in the 12/20/2006 version:

Item a - Microform dated prior to 1996 was changed to Record copy prior to 1996.

Item b - Paper copies (microformed or imaged) was deleted and combined with item a.

Item c - CD-ROM copies dated after 1996 was changed to Record copy after 1996.

Item d for electronic copies created with word processing and electronic mail applications deleted 08/21/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Office of Pesticide Programs, Information Resources and Services Division, Information Services Branch

- **Contact:** Yvonne Brown
- **Telephone:** 703-305-6473

**Related Schedules:**

EPA 315, EPA 366

**Previous NARA Disposal Authority:**

NC1-412-76-9/19, NC1-412-85-24/18 and 56, N1-412-88-2, N1-412-95-2/16

**Entry:** 10/08/1992

**EPA Approval:** Pending

**NARA Approval:** Pending

DRAFT OF 8/27/98

U.S. EPA RECORDS CONTROL SCHEDULE

16 SERIES TITLE: Pesticide Product Label System (PPLS)

PROGRAM: Pesticides

EPA SERIES NO: 363H

AGENCY FILE CODE: PEST 363

NARA SCHEDULE NO. N1-412-95-2/16  
(Use this number to retire records to the FRC)

DRAFT

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of a collection of registered pesticide product labels submitted by pesticide registrants and accepted by EPA since 1971. The records are used for reference by EPA staff in processing pesticide registration applications. The file contains a cumulative index, which is updated quarterly. The official copy of a product label is maintained in the registration jacket covered under EPA series 315H. (Microfilmed records formerly called Compact Label File.)

ARRANGEMENT: Arranged by registration or company number.

TYPE OF RECORDS:  
Case files

SPECIFIC RESTRICTIONS:  
None

MEDIUM:  
Paper, microfilm, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:  
Program operations

SPECIFIC LEGAL REQUIREMENTS:

*Superseded*

EPA SERIES NO. 363H

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Microform dated prior to 1996:  
Disposable
- b. Paper copies: Disposable
- c. CD-ROM copies dated after 1996:  
Disposable
- d. Electronic versions created by  
office automation applications:  
Disposable

TRANSFER TO FRC PERMITTED:

- Yes
- No
- No
- No

DRAFT

FILE BREAK INSTRUCTIONS: Break file at end of fiscal year.

DISPOSITION INSTRUCTIONS:

- a. Retire to the WNRC annually. Destroy when 25 years old.
- b. Keep in office until quality assurance check has been completed, then destroy.
- c. Keep most recent data set in office and update every 3 months. Destroy when no longer needed for reference.
- d. Delete when record copy is generated ~~or when no longer needed for reference or updating~~; retention not to exceed retention of item b.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Disposition previously approved by the National Archives. The series has been modified to reflect current recordkeeping practices.

AGENCY-WIDE GUIDANCE: Pesticides Registration Documents are scheduled as EPA 315H and Label Use Information System (LUIS) as EPA 366H.

Records converted to microform are to be converted in accordance to standards in 36 CFR 1230.10 and 36 CFR 1230,20.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: IRSD

Location: CM2

Inclusive Dates: 1971 - present

Volume on Hand (Feet):

Annual Accumulation:  
(feet or inches)

CONTACT POINT:

Name: Yvonne Brown

Mail Code: 7502C

Telephone: 703-305-6473

Office: ISB

Room: 238

CONTROL INFORMATION:

RELATED ITEMS: EPA 315H, EPA 366H

~~EPA SERIES NO. 363H~~

~~PREVIOUSLY APPROVED BY  
NARA SCHEDULE NOS: NC1-412-76-9/19, NC1-412-85-24/18~~

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<del>Approval</del>	<del>Approval</del>	<del>Entry</del>	<del>Last</del>
<del>Date EPA</del>	<del>Date NARA</del>	<del>Date</del>	<del>Modified</del>
<del>4/28/95</del>		<del>10/8/92</del>	<del>8/27/98</del>

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