

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER: <b>NI-412-07-48</b>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>1-11-2007</b>	
1. FROM (Agency or establishment) <b>U.S. Environmental Protection Agency</b>		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 <b>Pesticides</b>			
3. MINOR SUBDIVISION <b>Headquarters</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>John B. Ellis</b>	5. TELEPHONE <b>202-566-1643</b>	DATE <b>8/29/07</b>	ARCHIVIST OF THE UNITED STATES <b>Alta W...</b>
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 <b>1-8-07</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>John B. Ellis</b>	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 GRS OR SUPERSEDED JOB CITATION	10.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 364 Special Accident Investigations and Case Studies

NC1-412-85-24/36

*8/29/07 copies sent to Agency*

# EPA Records Schedule 364

**Status:** Final, 02/29/2008

**Title:** Special Accident Investigations and Case Studies

**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.

- N1-412-07-48

## **Description:**

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 the file.

## **Disposition Instructions:**

### **Item a(1):** Record copy - Nonelectronic

- **Permanent**
- Close inactive records upon the completion of the study or investigation.
- Transfer to the National Archives 30 years after file closure.

### **Item a(2):** Record copy - Electronic

- **Permanent**
- Close inactive records upon the completion of the study or investigation.

- 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):** 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.

**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).

Item b 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

- **Contact:** Norman Spurling
- **Telephone:** 703-305-5835

**Related Schedules:**

**Previous NARA Disposal Authority:**

NC1-412-76-9/38, NC1-412-85-24/36

**Entry:** 11/23/1992

**EPA Approval: 01/08/2007**

**NARA Approval: 08/14/2007**

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.
NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION	
<p>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. <u>Note:</u> The tape files shall be maintained in accordance with 36 CFR 1234.5. Reports are arranged by active ingredient.</p>	<p><u>Disposition:</u></p> <p>a. Annual Reports. 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. Monthly/Quarterly Reports. Break file on receipt of report. Keep in office for 2 months/quarters, then destroy.</p> <p>c. Tape/Disk. Break Tape/Disk file upon the completion of report. Keep in office for 40 years, then offer to the National Archives.</p> <p><u>Retention:</u></p> <p>a. Paper Records. Retain until information is transcribed on tape.</p> <p>b. Tapes/Disk. Permanent.</p> <p><u>Disposition:</u></p> <p>a. Paper Records. Keep in office until information is transcribed on tape and is verified for completeness, then destroy.</p> <p>b. Tapes/Disk. Keep tapes in office for 40 years, then offer to the National Archives in 10 year blocks.</p> <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> <p><u>Retention:</u> Retain 20 years.</p> <p><u>Disposition:</u> Destroy when 20 years old.</p>	
<p>35. <u>Pesticides Episode Report (EPA Form 8550-4). 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.</u></p>	<p><u>Disposition:</u></p> <p>a. Paper Records. Keep in office until information is transcribed on tape and is verified for completeness, then destroy.</p> <p>b. Tapes/Disk. Keep tapes in office for 40 years, then offer to the National Archives in 10 year blocks.</p> <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> <p><u>Retention:</u> Retain 20 years.</p> <p><u>Disposition:</u> Destroy when 20 years old.</p>	
<p>36. <u>Special Accident Investigations and Case Studies. Detailed studies 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.</u></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> <p><u>Retention:</u> Retain 20 years.</p> <p><u>Disposition:</u> Destroy when 20 years old.</p>	
<p>37. <u>Inventory of Pesticide Production and Distribution Data Reported Under FIFRA. 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.</u></p>	<p><u>Disposition:</u> Destroy when 20 years old.</p>	

EPA 364

PESTICIDES

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 364

Status: Draft, 03/30/2007

Title: Special Accident Investigations and Case Studies

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.

- N1-412-07-48

## Description:

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 the file.

## Disposition Instructions:

### Item a: Record copy

- **Permanent**
- Close inactive records upon the completion of the study or investigation.
- 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.

## 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.

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

*superseded by 2/29/08  
revision*

**Custodians:**

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

- **Contact:** Norman Spurling
- **Telephone:** 703-305-5835

**Related Schedules:**

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**Entry:** 11/23/1992

**EPA Approval:** 01/08/2007

**NARA Approval:** Pending