

EPA Records Schedule 318

Status: Final, 04/30/2010

Title: Bulletins Live

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.

- N1-412-09-6

Description:

Bulletins Live is a system that helps users determine if limitations on pesticide use are necessary to ensure a pesticide's use will not harm a species listed as threatened or endangered under the Endangered Species Act. It functions as a portal through which the following types of data are available: state and county maps, Endangered Species Protection Bulletins, species protection demarcations and explanations, and pesticide limitation codes. Based on user-entered criteria and maps, bulletins are generated to show under what conditions a pesticide may be applied. Bulletins identify species of concern and the name of the pesticide active ingredient that may affect the species. They also provide a description of the protection measures necessary to protect the species and contain a county-level map showing the geographic area(s) associated with the protection measures, depending on the susceptibility of the species to other factors such as vandalism. Bulletins are effective and enforceable as part of the pesticide product label.

The Bulletins Live system replaces the Endangered Species Map File. The Endangered Species Map File contains 8-1/2 x 11 inch endangered species habitat maps submitted by the U.S. Fish and Wildlife Service and states. Map information was used to produce digitized maps of habitat information. Maps were updated constantly until issued as an enforceable bulletin in the Federal Register. The file includes correspondence, draft and final maps, and supporting information from states, the U.S. Fish and Wildlife Service, and the U.S. Department of Agriculture.

Disposition Instructions:

Item a: Electronic software program

The Office of Prevention, Pesticides and Toxic Substances, Office of Pesticide Programs, Field and External Affairs Division at Headquarters is responsible for the disposition of this item.

- **Disposable**

- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

Item b: Input

- **Varies**
- Follow instructions for EPA 171.

Item c: Electronic data

The Office of Prevention, Pesticides and Toxic Substances, Office of Pesticide Programs, Field and External Affairs Division at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Transfer to the National Archives every 5 years, beginning in 2014, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item d: (Reserved)**Item e: Output and reports**

- **Varies**
- File with related records and follow instructions for related records.

Item f: System documentation

The Office of Prevention, Pesticides and Toxic Substances, Office of Pesticide Programs, Field and External Affairs Division at Headquarters is responsible for the disposition of this item.

- **Permanent**
- Transfer to the National Archives those records necessary to document how the system captures, manipulates, and outputs data, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. The documentation is transferred with the electronic data (item c).

Item g: (Reserved)**Item h: Endangered species map case files, except digitized maps**

- **Permanent**
- Close inactive records upon issuance of enforceable bulletin.
- Transfer to the National Archives 30 years after file closure.

Item i: Endangered species map file, digitized maps

- **Disposable**
- Close inactive records upon issuance of the enforceable bulletin.
- Destroy 5 years after file closure.

Guidance:

Specific legal citations include:

- Endangered Species Act of 1973, Sec. 7(a)(2)
- Federal Insecticide, Fungicide and Rodenticide Act, Sec. 12

Reasons for Disposition:

The following changes were made in the 02/28/2010 version:

- Added previous description for the endangered species map file.
- Added disposition items h and i from previously approved schedule, N1-412-95-2/14

The following changes were made in the 11/30/2009 version:

- Deleted disposition items d and g.

The following change was made in the 02/28/2009 version:

- Revised disposition for item b.

The previously approved schedule (N1-412-95-2/14) has been rewritten to reflect the change in the business process. The bulletins were previously approved as permanent. Items h and i were previously approved as N1-412-95-2/14.

Item c for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Office of Pesticide Programs, Field and External Affairs Division

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Related Schedules:

EPA 171, EPA 304

Previous NARA Disposal Authority:

N1-412-95-2/14

Entry: 10/19/1994

EPA Approval: 02/20/2009

NARA Approval: 02/25/2010