

|  |              |   |                                |
|--|--------------|---|--------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i> |              | <b>LEAVE BLANK (NARA use only)</b>  |                                |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408           |              | JOB NUMBER  | N1-412-99-11                   |
| 1. FROM (Agency or establishment)<br>Environmental Protection Agency                     |              | DATE RECEIVED   | 2-19-99                        |
| 2. MAJOR SUBDIVISION<br>Office of Pesticide Programs                                     |              | NOTIFICATION TO AGENCY  |                                |
| 3. MINOR SUBDIVISION   |              | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |                                |
| 4. NAME OF PERSON WITH WHOM TO CONFER  | 5. TELEPHONE | DATE  | ARCHIVIST OF THE UNITED STATES |
| Rachel Van Wingen  | 202-260-9709 |   |                                |

**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,

is not required;  is attached; or  has been requested.

|         |  |                        |
|---------|--|------------------------|
| DATE    | SIGNATURE OF AGENCY REPRESENTATIVE                 | TITLE                  |
| 2/16/99 | <i>Harold Z. Webster</i><br>for: Rachel Van Wingen | 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 GRS OR SUPERSEDED JOB CITATION | 10.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|             | See attached U.S. EPA Records Schedule 339      |                                   | Withdrawn                        |

DRAFT OF 12/31/98

U.S. EPA RECORDS SCHEDULE

**SERIES TITLE:** Tolerance and Formulation Validation Methods and Analysis Records

**PROGRAM:** Pesticides

**EPA SERIES NO:** 339

**AGENCY FILE CODE:** PEST 339

**NARA DISPOSAL AUTHORITY:** Pending  
(Use this number to retire records to the FRC)

**APPLICABILITY:** Headquarters

IDENTIFYING INFORMATION:

**DESCRIPTION:** Evaluation and modification of test methods used in the analysis of pesticide chemical residue levels. Records consist of methods and results.

- a. Methods reports, methods and chromatograms.
- b. Supporting documentation.
- c. Electronic versions of records created using electronic mail and word processing applications.

**ARRANGEMENT:** Arranged alphabetically by chemical name.

**TYPE OF RECORDS:**  
Case files

**SPECIFIC RESTRICTIONS:**

**MEDIUM:**  
Paper, electronic

**VITAL RECORD:**

**FUNCTIONS SUPPORTED:**  
Program operations

**SPECIFIC LEGAL REQUIREMENTS:**

EPA SERIES NO. 339

DISPOSITION INFORMATION:

**FINAL DISPOSITION:**

a. Disposable

**TRANSFER TO FRC PERMITTED:**

Yes

b-c. Disposable

No

**FILE BREAK INSTRUCTIONS:** Break files at end of fiscal year.

**DISPOSITION INSTRUCTIONS:**

a. Keep in office 10 years, then retire to FRC. Destroy when 25 years old.

b. Keep in office 5 years, then destroy.

c. Delete when record copy is generated.

APPLICATION GUIDANCE:

**REASONS FOR DISPOSITION:** Previous retention was 20 years for all records in this series. Retention for subitem a, methods reports, methods and chromatograms, has been increased to 25 years to meet program office needs. Retention for subitem b, supporting documentation, has been decreased to 5 years. Subitem c, for electronic versions has been added.

**AGENCY-WIDE GUIDANCE:**

**PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:**

CUSTODIAL INFORMATION:

**CONTROLLING UNIT:**

**Name:** Office of Pesticide Programs

**Location:** Beltsville, MD laboratory

**Inclusive Dates:** 1974 - present

**Volume on Hand (Feet):**

**Annual Accumulation:** 2 ft.  
(feet or inches)

**CONTACT POINT:**

**Name:** Mark Law

**Mail Code:** 7503W

**Telephone:** 301-504-9232

**Office:** BEAD/ACB/ACS

**Room:** Basement

CONTROL INFORMATION:

**RELATED ITEMS:**

**PREVIOUSLY APPROVED BY**

**NARA SCHEDULE NOS:** NC1-412-76-9/28, NC1-412-85-24/28

| Approval<br>Date EPA | Approval<br>Date NARA | Entry<br>Date | Last<br>Modified |
|----------------------|-----------------------|---------------|------------------|
|                      |                       | 9/3/92        | 12/31/98         |