

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Office of Enforcement

3. MINOR SUBDIVISION
Pesticides Division

4. NAME OF PERSON WITH WHOM TO CONFER
Davod O. Stephens

5. TEL. EXT.
755-0830

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED FEB 11 1976	JOB NO. NC1-412-76-10
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date 2-20-76	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

FEB 5 1976

Harold R. Masters

Harold R. Masters

Chief, Administrative Management Br.

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3,6e <i>(NC 174-255, item 13e)</i>	The attached item for Pesticides Enforcement Case Files was approved by the U.S. Archivist on 10-4-75 (Job No. NC 174-255). When these schedules were submitted to NARS for approval, a retention of 5 years after termination of the cases was felt to be adequate to cover their administrative and legal value. However, the reference demands on retired cases, as indicated by the number of Optional Form 11 requests, have been greater than was anticipated. For this reason, we feel that an additional 3 years retention is justified.		

Copy to Agency 2-24-76

RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

Item	Name and Description of Record/File	Retention Period and Disposition
3,6e.	<p><u>Pesticides.</u> Contains documents pertaining to the collection of pesticide samples, the laboratory analysis of the samples, the conformity of the packages and labeling to standards and sample content, discovery of violations and enforcement of activities. File contains such records as: sample collection reports, retailer's purchase orders for product shipment from which samples were taken, package labeling, lab analysis reports, case reviews, letters to manufacturers and charge sheets, and manufacturer's replies.</p>	<p><u>Retention:</u> Retain ^{DESTROY} 8 years after completion or termination of cases.</p> <p><u>Disposition:</u> Break file upon completion or termination of the case. Keep in office 1 year, then transfer to the Federal Records Center. Keep in FRC for 7 years, then destroy.</p>