

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCD 8/28/80

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT):
Environmental Protection Agency

2. MAJOR SUBDIVISION:
Office of Pesticide Programs

3. MINOR SUBDIVISION:
Program Support Division

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas J. Tasker

5. TEL. EXT.

755-0840

LEAVE BLANK
JOB NO NCL-412-80-3
DATE RECEIVED September 11, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
10-6-80 <i>[Signature]</i> Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8/29/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold R. Martin</i>	E. TITLE Chief, Administrative Management Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN								
	<p>To request a revision of the retention periods for records transferred to the Federal Records Center (FRC) under Accession Numbers 412-77-0051, 412-77-0056, and 412-77-0065. These records are Registration Jackets. Records consist of Application for New Registration of a Pesticide (EPA 8570-1) Confidential Statement of Formula (EPA 8570-4), Enforcement Action (PR5-15), request to sub-register, product label, label-change recommendations, reports and data supporting label citations, enforcement case reviews and cancellation notices. These documents will be maintained on microfilm. The subject records were not microfilmed before they were transferred to the FRC. Therefore, we are requesting that new retention periods be established because it is not cost effective at this time to retrieve the records from the FRC solely for the purpose of creating a microfilm copy. The proposed new retention periods are identical to the 15 years for the microfilm to be retained.</p> <table border="0"> <tr> <td><u>Accession Number</u></td> <td><u>Disposal Date</u></td> </tr> <tr> <td>412-77-0051 (1968)</td> <td>Sep. 1983</td> </tr> <tr> <td>412-77-0056 (1969)</td> <td>Sep. 1984</td> </tr> <tr> <td>412-77-0065 (1970)</td> <td>Sep. 1985</td> </tr> </table>	<u>Accession Number</u>	<u>Disposal Date</u>	412-77-0051 (1968)	Sep. 1983	412-77-0056 (1969)	Sep. 1984	412-77-0065 (1970)	Sep. 1985	EPA Schedule-Appendix C, Schedule 16, Item 1	<i>litery</i>
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412-77-0051 (1968)	Sep. 1983										
412-77-0056 (1969)	Sep. 1984										
412-77-0065 (1970)	Sep. 1985										

*Copy sent to Agency: NCD
Closed out: 10-14-80 K.T.D.*

TN-28
11/13/78

U.S. ENVIRONMENTAL PROTECTION AGENCY--RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE

COVERAGE OF SCHEDULE

PESTICIDE PROGRAM RECORDS

APPLICABLE HEADQUARTERS OFFICE

16

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

1. Registration Jackets. Record support for registration. Records consist of Application for New Registration of a Pesticide (EPA 8570-1), Confidential Statement of Formula (EPA 8570-4), Enforcement Action (PR5-15), request to Sub-register, product label, label-change recommendations, reports and data supporting label citations, enforcement case reviews and cancellation notices. These documents will be retained on microfilm produced in accordance with 41 CFR 101-11.504 and used in accordance with 41 CFR 101-11.505.

Retention:

- a. Paper Records. Retain 3 years.
- b. Microfilm Copy. Retain 15 years.

Disposition:

- a. Paper Records. Retain until product is canceled or rejected, then microfilm. Transfer to the Federal Records Center after completion of inspections and corrections of film. Keep in FRC for 3 years, then destroy.
- b. Microfilm Copy. Keep in office for 15 years, then destroy.

2. Technical Data - Petition for a Tolerance and Registration. Laboratory and Field Test Data. Binders and folders containing data submitted by manufacturers in support of petition for a tolerance. Data covers pesticide identification, applications, animal and other biological test data, test methods, residue removal, and proposed tolerance. These documents will be retained on microfilm produced in accordance with 41 CFR 101-11.504 used in accordance with 41 CFR 101-11.505. Note: The documents contain trade secrets and are therefore restricted from public use. Arranged numerically by registration number.

Retention:

- a. Paper Records. Retain 20 years after conversion to microfilm.
- b. Microfilm Copy. Permanent.

Disposition:

- a. Paper Records. Keep in office 20 years after conversion to microfilm, then destroy.
- b. Microfilm Copy. Keep in office for 40 years, then offer to the National Archives.

3. Petition Correspondence Folders. Folders contain records pertaining to the interplay between EPA and manufacturers relative to Petitions for Tolerances. Records are product labels, applications for temporary permits, chemical analysis reports, rejection notices, pesticide petition resumes, Federal Register Notices, letters to and from manufacturer, intraoffice memos.

Retention: Retain 40 years.

Disposition: Keep in office for 40 years, then destroy.

4. Transmittal Lists - Registration Proposals. Lists for the transmittal registration and re-registration proposals from the Food and Drug Administration and Department of Interior and Agriculture.

Retention: Retain 1 year.

Disposition: Break file upon the completion of transmittal. Keep in office for 1 year, then destroy.

RECORDS MANAGEMENT MANUAL