

# ENVIRONMENTAL QUALITY

This category deals with the effects of APHIS programs on the environment including the analysis of biological residue control and the evaluation and control of chemicals to establish levels of tolerance in residues and animal tissue.

**EXCEPT:** Investigations and violations relating to environmental quality. See Program Investigations and Violations (PIV).

---

## *DISPOSAL AUTHORITY NCI-310-77-2*

### **\* Retention Period \***

#### **ENQL ENVIRONMENTAL QUALITY**

General correspondence and related material on assessing the impact of APHIS programs on the environment too broad in scope to be filed under one of the specific subjects below.

**(item 520a)**  
**Originating office:**  
Destroy when 3 years old.

**(item 520b)**  
**All other offices:**  
Destroy when 2 years old.

#### **ENQL 1 POLICY**

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**EXCEPT:** Published instructions or directives which are filed in binders according to established Agency custom.

**(item 521a)**  
**Originating office:**  
Retire to Federal Records Center (FRC) when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

**(item 521b)**  
**All other offices:**  
Destroy when superseded or obsolete.

**\* Retention Period \***

**ENQL 1 -1 Federal-State Control Regulations**

Federal and State rules and regulations concerning the control of pesticides.

**(item 522a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 522b)**

**All other offices:**

Destroy when superseded or obsolete.

**ENQL 2 REPORTS AND STATISTICS**

Reports covering all subjects included under this primary. Case file by type of report as necessary.

**EXCEPT:** Final project reports which should be filed under ENQL 6 PROJECTS.

**a.** Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

**(item 523a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

**(item 523b)**

**All other offices:**

Destroy when no longer needed for reference but no longer than 3 years.

**b.** Agency copy of above reports.

**(item 524a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 524b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ENQL 2** (*continued*)

c. All other reports.

(item 525a)

**Originating office:**

Destroy when 2 years old.

(item 525b)

**All other offices:**

Destroy when 2 years old.

**ENQL 2-1 Activity Reports**

Summaries of specific action or work performed by program or administrative personnel.

(item 526a)

**Originating office:**

Destroy when 3 years old.

(item 526b)

**All other offices:**

Destroy when 2 years old.

**ENQL 3 COMMITTEES, MEETINGS**

Committees and meetings relating to ENQL program functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

(item 527a)

**Originating office:**

Destroy when 2 years old.

(item 527b)

**All other offices:**

Destroy when 2 years old.

(item 528a)

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

(item 528b)

**All other offices:**

Destroy when 2 years old.

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of ENQL, such as advisory organizations and interagency committees. Includes committees chaired by ENQL representatives or records maintained by ENQL representatives on committees to carry out responsibility of assignments.

**\* Retention Period \***

**ENQL 3-1 Arrangements**

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets

**(item 529a)**

**Originating office:**

Destroy when 1 year old.

**(item 529b)**

**All other offices:**

Destroy when 1 year old.

**ENQL 4 ENVIRONMENTAL IMPACT**

Correspondence, data, and supporting material regarding the impact of a specific Agency program on the environment. Includes the environmental impact statement.

**(item 530a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

**(item 530b)**

**All other offices:**

Destroy when 3 years old.

**ENQL 5 ENVIRONMENTAL MONITORING**

Correspondence and related material on monitoring specific elements to assess their effect on the environment, such as pesticide monitoring for Agency programs. Includes bioassay case files. Subdivide as suits user's needs.

**(item 531a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

**(item 531b)**

**All other offices:**

Destroy when 3 years old.

**ENQL 6 PROJECTS**

General material on projects.

**(item 532a)**

**Originating office:**

Destroy when 3 years old.

**(item 532b)**

**All other offices:**

Destroy when 2 years old.

Reference material

**(item 533a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 533b)**

**All other offices:**

Destroy when superseded or obsolete.

Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: ENQL 6 PROJECT No. 00 (Name of project) FY 77.

**(item 534a)**

**Originating office:**

PERMANENT. Retire to FRC 5 years after completion of project. Transfer to NARA 15 years after completion of project.

**(item 534b)**

**All other offices:**

Destroy when 2 years old.

Proposed projects.

**(item 535a)**

**Originating office:**

Destroy when 5 years old, if no further action is taken.

**NOTE:** When a proposed project is approved, remove and file with project case files.

**(item 536b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ENQL 6** *(continued)*

Work papers and draft report of project.

**(item 535b)**

**All other offices:**

Destroy when 2 years old.

**(item 536a)**

**Originating office:**

Destroy 3 years after completion of project and final report.

**ENQL 7 PESTICIDES**

General material concerning safety measures, storage and disposal, and similar activities involved with pesticides. Subdivide to suit user's needs.

**(item 537a)**

**Originating office:**

Destroy when 3 years old.

**(item 537b)**

**All other offices:**

Destroy when 2 years old.

**(item 537-1a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

Case file of specific pesticides.

**(item 537-1b)**

**All other offices:**

Destroy when 2 years old.

**ENQL 7-1 Registration**

General material on the registrations/exemptions of pesticides.

**(item 538a)**

**Originating office:**

Destroy when 3 years old.

**(item 538b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ENQL 7-1** *(continued)*

Case file of specific pesticide registration/exemption.

**(item 538-1a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 538-1b)**

**All other offices:**

Destroy when 2 years old.

**ENQL 7-2 Classification**

General material on the classification of pesticides according to restricted or general use.

**(item 539a)**

**Originating office:**

Destroy when 3 years old.

**(item 539b)**

**All other offices:**

Destroy when 2 years old.

Case file of specific pesticide classification.

**(item 539-1a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 539-1b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ENQL 7-3 Labeling**

Material on examination of pesticide labels to ensure that label statements are justified.

**(item 540a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 540b)**

**All other offices:**

Destroy when 2 years old.

**ENQL 7-4 Non-Target Organism**

General material regarding the killing of non- target organisms by pesticides used in control programs.

**(item 541a)**

**Originating office:**

Destroy when 3 years old.

**(item 541b)**

**All other offices:**

Destroy when 2 years old.

Case file of specific episodes.

**(item 541-1a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 541-1b)**

**All other offices:**

Destroy when 2 years old.



**\* Retention Period \***

**ENQL 8 BIOMETRICS**

General material relating to biometrics.

**(item 542a)**

**Originating office:**

Destroy when 3 years old.

**(item 542b)**

**All other offices:**

Destroy when 2 years old.

Case file of specific biometrical surveys, sampling plans, statistical methods, and other biometrical services.

**(item 542-1a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 542-1b)**

**All other offices:**

Destroy when 2 years old.

**ENQL 9 AGRICULTURAL POLLUTION**

General material on sludge use, recycling animal waste, and similar activities relating to agricultural pollution.

**(item 543a)**

**Originating office:**

Destroy when 3 years old.

**(item 543b)**

**All other offices:**

Destroy when 2 years old.

Case file of activities relating to specific agricultural pollutants.

**(item 543-1a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 543-1b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ENQL 10 EQUIPMENT**

General material on equipment involved with environmental problems.

**(item 544a)**

**Originating office:**

Destroy when 3 years old.

**(item 544)**

**All other offices:**

Destroy when 2 years old.

Case file of specific types of equipment.

**(item 544-1a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

**(item 544-1b)**

**All other offices:**

Destroy when 2 years old.

**ENQL 11 RESIDUES/TOLERANCES**

General material on levels of residues and tolerances.

**(item 545a)**

**Originating office:**

Destroy when 3 years old.

**(item 545b)**

**All other offices:**

Destroy when 3 years old.

**ENQL 11** *(continued)*

Case files relating to evaluations and residues in animal tissues, soil, plants, water, and the like.

**(item 545-1a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 5451-b)**

**All other offices:**

Destroy when 2 years old.

**ENQL 12 HAZARDOUS WASTE DISPOSAL**

General material and information on solid waste, and how it is determined if that waste is hazardous. Regulations on hazard waste storage, treatment, and disposal. Contractors who provide hazardous waste disposal site operations. For additional information see CFR, Parts 261, 262; and the APHIS Safety and Health Manual, Chapter 10, Exhibit 5, Section 2, Page 2.

**(item 2097a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 2097b)**

**All other offices:**

Destroy when 3 years old.

**(item 2098a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 2098b)**

**All other offices:**

Destroy when 2 years old.

Case files relating to evaluations, and establishing tolerance levels of residues in animal tissues, soil, plants, water, and the like.

**\* Retention Period \***

**ENQL 12-1 Hazardous Waste Contractors**

Case files on hazardous waste contractors and waste site operators. Certification statements and other legal documentation outlining responsibility for hazardous waste and authority for actions.

**(item 2099a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.  
Transfer to NARA when 15 years old.

**(item 2099b)**

**All other offices:**

Destroy when 2 years old.

**ENQL 12-2 Hazardous Waste Transportation**

Case files relating to the packaging, labeling, marking, placarding, and shipping documentation to include the bills of lading.

**(item 3000a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.  
Transfer to NARA when 15 years old.

**(item 3000b)**

**All other offices:**

Destroy when 2 years old.

**ENQL 12-3 Hazardous Waste Disposal Manifests**

Case files of waste disposal manifests received from disposal site operators for off-site treatment, storage, or disposal.

**(item 3001a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.  
Transfer to NARA when 15 years old.

**(item 3001b)**

**All other offices:**

Destroy when 2 years old.

**ENQL 12-4 Hazardous Waste Analysis/Test Results**

Case files relating to waste analysis, test results, and other determinations regarding hazardous waste sent off-site for treatment.

(item 3002a)

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.  
Transfer to NARA when 15 years old.

(item 3002b)

**All other offices:**

Destroy when 2 years old.

**ENQL 12-5 Hazardous Waste Accidents/Spills**

Case files relating to accidents or spills involving hazardous materials that result in hazardous waste.

(item 3003a)

**Originating office:**

PERMANENT. Retire to FRC when 5 years old.  
Transfer to NARA when 15 years old.

(item 3003b)

**All other offices:**

Destroy when 2 years old.