

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-95-10-2	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/9/2010	
1 FROM (Agency or establishment) U S Department of Agriculture		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Forest Service			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Monica McGee	5 TELEPHONE NUMBER (202) 205-0442	DATE 8/13/10	ARCHIVIST OF THE UNITED STATES 
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 <u>36</u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 8/04/2010	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Forest Service Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Forest Service Record Group 95  See attached  <b>Note:</b> As electronic records management of the unstructured data is implemented within the USDA/Forest Service, the agency agrees to maintain electronic versions of the records listed on the attached schedule according to 36 C F R 1236 for their entire life cycle USDA/FS also agrees to transfer the records to the National Archives in accordance with the applicable NARA standards in place at the time of transfer Additionally, pre-accessioning of the records is authorized by mutual agreement between USDA/FS and NARA		

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
-	1000	Organization and Management	No sub-headings	Included for routing purposes only (see Sec 23)	N/A	1000	No retention, routing only
1	1010	Laws, Regulations, and Orders	Rulemaking	<p><b>Rulemaking</b> Proposed and final rules developed by Forest Service Includes review of existing regulations Contains file copies of all rule documents submitted to the Federal Register, background data on which the proposed and final regulation is based, analysis conducted on the rule, comments received from the public or summary analysis, transcripts of any meetings or hearings on the rule, and any other data considered in the promulgation of the final rule (See FSM 1013) Includes comments from OGC on specific rules initiated within the Forest Service</p> <p><u>Note 1</u> Establish case files as needed, and apply retention period when the file is closed</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	PERMANENT	1010-2-1	N1-95-88-2 PERMANENT
2	1010	Laws, Regulations, and Orders	Federal Register Policy Notice	<p><b>Federal Register Policy Notice</b> Documents showing rationale, justification, and analysis leading up to the policy submitted to the Federal Register about pending FS policies, public comments or summary analysis, and correspondence related to OMB review of policy )</p> <p><u>Note 1</u> Establish case files, as needed, on proposed and final Notices Apply retention period after case file is closed</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	PERMANENT	1010-3	N1-95-88-2 PERMANENT
3	1100	Directives	FS Directives	<p><b>Forest Service Directives</b> Includes record copy of directives issuance or amendments, interim directives, and related material (including public involvement determinations) Establish case files numerically by title and amendment numbers Files should contain a copy of new or revised material and a copy of superseded material</p> <p><u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p> <p><u>Note 3</u> Establish case files numerically by title and amendment/ID numbers under the following subject headings</p> <ul style="list-style-type: none"> <li>• Washington Office</li> </ul>	PERMANENT	1100-1	N1-95-88-2 PERMANENT

Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<ul style="list-style-type: none"> <li>• Regional Office [Name]</li> <li>• Research Station [Name]</li> <li>• Forest [Name]</li> <li>• Grassland [Name]</li> <li>• Other [Name]</li> </ul>			
4	1100	Directives	General	<p><b>General</b> Includes general correspondence and other records pertaining to directives management too general to be filed under another 1100 series</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 3 years	1100	N1-95-88-2 3 yrs
5	1110	Directive System Structure and Standards	General	<p><b>General</b> Correspondence and related records on policies and responsibilities for establishment of directives, and the design, maintenance, and improvement of the directive system</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 3 years	1110	N1-95-88-2 3 yrs
6	1120	Directive Writing, Preparation, and Clearance	General	<p><b>General</b> Correspondence and records relating to directive system training and directive writing techniques</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 3 years	1120	N1-95-88-2 3 yrs
7	1130	Directive Distribution, Maintenance, and Access	General	<p><b>General</b> Includes correspondence on reconciliation of distribution records and questions on policies, standards, and responsibilities</p> <p><u>Note 1</u> Requests for amendments, supplements, interim directives, or emergency directives, and changes in distribution of such items should be destroyed when filled, cancelled, or superseded</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 3 years	1130	N1-95-88-2 3 yrs
8	1200	Organization	Special Studies and Reviews, including Significant Studies	<p><b>Special Studies and Reviews, including Significant Studies</b> Studies requested by management in assessing the needs of the organization</p> <p>Substantive studies affect overall Agency, the Washington Office, or a Regional Office organization Includes all supporting information</p> <p><u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed <u>Note 2</u> Establish case files under the following subject headings</p> <ul style="list-style-type: none"> <li>• Washington Office</li> <li>• Regional Office [Name]</li> <li>• Research Station [Name]</li> <li>• Forest [Name]</li> <li>• Grassland [Name]</li> <li>• Other [Name]</li> </ul> <p><u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer,</p>	PERMANENT	1200-2	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				submit SF258 to FS National Records Officer for approval			
9	1200	Organization	General	<b>General</b> Includes general correspondence, do not use for material that can be classified under a specific subject <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	1200	N1-95-88-2 3 yrs
10	1200	Organization	Routine Studies	<b>Routine Studies</b> Includes workload measurement or study of specific organizational task (for example, a work-load measurement or a study of the organization's wordprocessing pool) Includes background information <u>Note 1</u> Establish case files as needed <u>Note 2</u> Apply retention period when case file closed	Temporary 3 years	1200-2	N1-95-88-2 3 yrs
11	1220	Organization and Position Management	Historic Organization Matters	<b>Historical Organization Matters</b> Establishment, reorganization, and abolishment of significant units and studies identified as having historical value. Cases under this designation will be selected on the basis of uniqueness, first of its kind, unusual impact <u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed <u>Note 2</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records officer for approval	PERMANENT	1220-2	N1-95-88-2 PERMANENT
12	1220	Organization and Position Management	Organization Charts	<b>Organization Charts</b> Applicable only to responsible offices initiating the chart <u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed <u>Note 2</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records officer for approval	PERMANENT	1220-4	N1-95-88-2 PERMANENT
13	1230	Delegations of Authority and Responsibility	General	<b>General</b> Includes correspondence and other records on the administration of delegations, including letters of authorization and special designations or signing authorizations <u>Note</u> Retention period begins when acting assignment or delegation of authority ends	Temporary 10 years	1230	GRS 16-1a and N1-95-88-2 10 yrs
14	1240	Organization Standards	General	<b>General</b> Includes general correspondence regarding establishment, relocation, abolishment, and naming of units, facilities, and sites not filed elsewhere in 1240 series <u>Note</u> Close file at end of fiscal year and apply retention period.	Temporary 3 years	1240	N1-95-88-2 3 yrs
15	1240	Organization Standards	Inventory of Administrative Units	<b>Inventory of Administrative Units</b> Includes inventory and historical summary of all administrative units by regions, national forest, ranger districts, national grasslands, and national recreation areas	PERMANENT	1240-1	N1-95-88-2 3 yrs

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><u>Note 1</u> Retention period begins when inventory superseded</p> <p><u>Note 2</u> Establish case files under the following subject headings</p> <ul style="list-style-type: none"> <li>• Washington Office</li> <li>• Regional Office [Name]</li> <li>• Research Station [Name]</li> <li>• Forest [Name]</li> <li>• Grassland [Name]</li> <li>• Other [Name]</li> </ul> <p><u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>			
16	1360	Meetings Management	General	<p><b>General</b> Includes external, in-service meetings, including staff and task force meetings, file consists of general correspondence related to requests and agenda items, approvals for attendance at external meetings, records related to in-service meetings costing over \$5,000 (such as costs, meeting approval, action plans, agenda, and attendance), meeting notes</p> <p><u>Note 1</u> Functional activities or projects resulting from a meeting should be filed under appropriate subjects (see also 1350 and 2250)</p> <p><u>Note 2</u> File under this heading by group name</p> <p><u>Note 3</u> Close file at end of fiscal year and apply retention period</p>	Temporary 2 years	1360	N1-95-89-1 (2 years)
17	1400	Controls	General	<p><b>General</b> Includes general correspondence and other documents pertaining to FS the Management Review System, which measures the agency's performance against specific standards and provides for adjustment of the standards or the performance where needed Does not include material scheduled under specific secondary subjects</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	1400	N1-95-88-2 10 years
18	1410	Management Reviews	Chief's Overview	<p><b>Chief's Overview</b> Includes review report, corrective action, and follow-up correspondence until action is completed and case is closed</p> <p><u>Note 1</u> Retention period begins once case is closed</p> <p><u>Note 2</u> Record copy maintained by reviewing office</p> <p><u>Note 3</u> Organize by case file</p>	Temporary 10 years	1410-1	N1-95-88-2 10 yrs
19	1430	Office of Inspector General Audits	General Correspondence	<p><b>General</b> Includes correspondence and other records of a general nature not related to a specific audit</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years	1430	N1-95-88-2 5 yrs
20	1450	Special Audits, Reviews, and	General	<p><b>General</b> Correspondence, reports, and documents related to investigations conducted by the Office of Investigation</p>	Temporary 8 years	1450	GRS 22-2 (obsolete)

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Investigations		<u>Note 1</u> May contain PII, retain in secure location and control access <u>Note 2</u> Close file at end of fiscal year or when case file closed (as applicable) and apply retention period			8 yrs
21	1460	Cooperative Forestry Assistance Reviews	General	<b>General</b> Includes review schedules, general correspondence not related to a specific review <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1460	N1-95-88-2 5 yrs
22	1460	Cooperative Forestry Assistance Reviews	Cooperative Management Review	<b>Cooperative Management Reviews</b> Includes the review report, corrective action plan and follow-up correspondence until action is completed and case is closed <u>Note 1</u> Organize by case file <u>Note 2</u> Maintain record as active until next program review, then close review record and apply retention period <u>Note 3</u> Record copy is maintained by reviewing office	Temporary 5 years	1460-1	N1-95-88-2 5 yrs
23	1460	Cooperative Forestry Assistance Reviews	Cooperative Program Review	<b>Cooperative Program Reviews</b> Includes the review report, corrective action plan and follow-up correspondence until action is completed and case is closed <u>Note 1</u> Organize by case file <u>Note 2</u> Maintain record as active until next program review, then close review record and apply retention period <u>Note 3</u> Record copy is maintained by reviewing office	Temporary 5 years	1460-2	N1-95-88-2 5 yrs
24	1510	Legislative Affairs	Legislative Program	<b>Legislative Program</b> Includes the agency's annual legislative program, proposals identified by the Agency for potential inclusion in the Department's proposed legislative program, proposals submitted by WO and field units Records include legislative reports, drafts of proposed legislation, background information and memorandums, emails and related correspondence <u>Note 1</u> WO is office of record <u>Note 2</u> File chronologically by House and Senate Bill number <u>Note 3</u> Close file at end of calendar year and apply retention period <u>Note 4</u> Apply disposition periods at end of calendar year <u>Note 5</u> Transfer closed file to NARA when 12 years old Prior to transfer, submit SF258 to FS National Records Officer for approval	PERMANENT	1510-2-1	N1-95-88-2 PERMANENT
25	1520	Public Service Programs	HOST Program [name]	<b>HOST Program</b> Includes general correspondence, annual action plans, and other records concernign employees being responsive and courteous to the general public <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	1520-1	N1-95-88-1 3 yrs
26	1530	Interdepartmental	General	<b>General</b> Includes records leading up to formal interagency agreements between the Forest Service and other agencies such as Interior, Commerce, Defense, Justice, U S Postal Service, and other agencies identified in FSM 1530 File program records	Temporary 3 years	1530	N1-95-87-15 3 yrs

Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				generated from the agreement under the appropriate staff file designation <u>Note 1</u> Retention period begins after agreement expires or terminated <u>Note 2</u> Record copies of interdepartmental agreements are published in the 1530 chapter of the directives system and all directives are permanent			
27	1550	International Organizations International Travel	International Union of Forestry Related Research Organizations	<b>International Union of Forestry Related Research Organizations (IUFRO)</b> Includes general correspondence, publication ideas, research plans, scientific group meeting minutes, IUFRO Congress records and the divisional group research activities showing how IUFRO helps Federal, State and private forestry research organizations world-wide to exchange scientific information related to various disciplines <u>Note</u> Retention period begins after IUFRO Congress convenes	Temporary 10 years	1550-6-1	N1-95-87-9 10 yrs
28	1560	State, Tribal, County, and Local Agencies, Public and Private Organizations	General	<b>General</b> Correspondence and other records general in nature <u>Note</u> <u>Close file at end of fiscal year and apply retention period</u>	Temporary 20 years	1560	N1-95-88-2 20 yrs
29	1560	State, Tribal, County, and Local Agencies, Public and Private Organizations	States	<b>States</b> Records pertaining to relationships with State agencies such as, but not limited to, soil conservation districts, and State Fish and Game departments <u>Note 1</u> Establish case files by State as needed <u>Note 2</u> <u>Apply retention period when case file closed.</u>	Temporary 20 years	1560	N1-95-88-2 20 yrs
30	1560	State, Tribal, County, and Local Agencies, Public and Private Organizations	American Indian and Alaska Native Relations	<b>American Indian and Alaska Native Relations</b> Records regarding Treaty Rights, consultation, cooperative land management and planning, government-to-government relationships, protection of cultural resources, contracting and cooperative agreements, and related topics <u>Note 1</u> Establish case files as needed <u>Note 2</u> Transfer closed file to NARA when 12 years old Prior to transfer, submit SF258 to FS National Records Officer for approval	PERMANENT	1560	N1-95-88-2 20 yrs
31	1560	State, Tribal, County, and Local Agencies, Public and Private Organizations	Counties and Local Agencies	<b>Counties and Local Agencies</b> Records pertaining to relationships with county and local agencies <u>Note 1</u> Establish case files as needed <u>Note 2</u> <u>Apply retention period when case file closed.</u>	Temporary 20 years	1560	N1-95-88-2 20 yrs
32	1560	State, Tribal, County, and Local Agencies, Public and Private Organizations	Public and Private Organizations	<b>Public and Private Organizations</b> Records regarding relationships and activities with public and private organizations, including but not limited to service clubs, youth groups, religious institutions, public corporations, and associations of individuals with common interests <u>Note 1</u> Establish case files as needed <u>Note 2</u> <u>Apply retention period when case file closed</u>	Temporary 20 years	1560	N1-95-88-2 20 yrs

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
33	1570	Appeals and Litigation	Cases	<b>Cases</b> Includes all administrative appeals filed under 36 CFR 211.18 and administrative law suits filed against the Forest Service. Excludes supply or construction contract appeals (see 6320), FOIA/PA appeals (see 6270), or grazing board appeals (see 2230). <u>Note</u> Retention period begins after case file closed.	Temporary 7 years	1570-1	N1-95-88-2 7 yrs
34	1580	Grants, Cooperative Agreements, and Other Agreements	Significant Cases	<b>Significant Cases</b> Grants and agreement records of special significance involving purchase or improvement of property (including documents containing information on boundary lines), cases pertaining to agreements with Tribal governments, and cases containing records of administratively important history. <u>Note</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval.	PERMANENT	1580-2	N1-95-88-2 10 yrs
35	1580	Grants, Cooperative Agreements, and Other Agreements	General	<b>General</b> Includes general correspondence on broad grant and agreement programs, including interagency agreements, memorandums of understanding, collection agreements, employment, training, and volunteer agreements, indirect cost negotiation agreements, and recommendations to external organizations on assistance program policies. Does not include correspondence that pertains to policy. <u>Note</u> Close file at end of fiscal year and apply retention period.	Temporary 10 years	1580	N1-95-88-2 10 yrs
36	1580	Grants, Cooperative Agreements, and Other Agreements	Case Files	<b>Case Files</b> Case folders filed alphabetically to be used only for grants and agreements that are too broad in nature and scope to be classified under specific existing subjects such as 4040 Cooperative Agreements, Research. <u>Note 1</u> Retention period begins after grant or agreement has been terminated. <u>Note 2</u> For grants and agreements involving purchase or improvement of property (including documents containing information on boundary lines), cases pertaining to agreements with Tribal governments, and cases containing records of administratively important history that future generations may be interested in such. Prior to disposal of record, remove significant information and retain permanently as " <b>significant case records</b> ".	Temporary 10 years	1580-2	N1-95-88-2 10 years
37	1630	Publishing and Related Activities	Publications	<b>Publications</b> Printed or duplicated material that is distributed to meet specific needs of the general public, other agencies and departments and cooperators as well as the needs of the agency. <u>Note 1</u> Arrange FS publications by number or series title, whichever applies. Refer to FSM 1630 for material meeting definition of publications. <u>Note 2</u> Originating office maintains official record. <u>Note 3</u> Transfer closed file to NARA when 5 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval.	PERMANENT	1630-1	N1-95-88-2 PERMANENT

Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
38	1640	Audio-Visual Information	Still Photos - Significant	<p><b>Still Photos -Significant</b>                      Includes original and copies (when original does not exist) of post-1998 portraits and photographs (including digital photographs) that</p> <ul style="list-style-type: none"> <li>• Provide documentation of essential transactions of the Forest Service, OR</li> <li>• Contain information unique in substance, arrangement or manner of presentation, that is                             <ul style="list-style-type: none"> <li>○ unavailable in another format, or</li> <li>○ utilizes significant new technology and represents an advance in the state of the art or</li> <li>○ records and/or represents the state or health of forest landscapes, including wildlife, bodies of water and watersheds, or any other portion of the forest ecosystem</li> </ul> </li> </ul> <p>This file also contains finding aids such as data sheets, shot lists, catalogs, indexes, list of captions, the PIC Database</p> <p><u>Note 1</u> Photograph captions should contain as much information as possible, but photographs should not be discarded if captions are not available</p> <p><u>Note 2</u> Photographs that cannot be captioned should be</p> <ul style="list-style-type: none"> <li>• Offered to FS History Program (WO), and</li> <li>• Retained on unit of origin as non-record material until administrative/reference use ceases, and then destroyed</li> </ul> <p><u>Note 3</u> Originating offices are to review post-1998 photo collections for original photo material having archival value. Submit such material (as applicable/available), along with documentary data to both the WO Office of Communications and the FS History Program (WO) every 2 years</p> <p><u>WO Office of Communications</u></p> <ol style="list-style-type: none"> <li>(1) Original black-and-white negatives, and captioned print</li> <li>(2) Original color negatives, a duplicate negative (if one exists), and a captioned print</li> <li>(3) Original color transparencies or slides, caption information, and a duplicate slide or transparency or internegative (if one exists)</li> <li>(4) Electronic copies of digital photographs</li> </ol> <p><u>FS History Program (WO)</u></p> <ol style="list-style-type: none"> <li>(1) Duplicates of photographs and prints from negatives provided to WO Office of Communications</li> <li>(2) Electronic copies of digital photographs</li> </ol> <p><u>Note 4</u> WO Office of Communications staff will collect original photographic material</p>	PERMANENT	1640-1 1640-2	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p>and documentary data from WO and field units and transfer to National Archives two (2) years after receipt Prior to transfer, the WO Office of Communications staff will submit SF258 to FS National Records Officer for approval</p> <p><u>Note 5</u> FS History Program (WO) will manage record material under file code 1680</p> <p><u>Note 6</u> Copies of images may be retained as official record if original image is not available If original image is available, copies are non-record material and should be destroyed when administrative/reference use ceases</p> <p><u>Note 7</u> Units transferring photographic material to WO and/or NARA, should make notation on any administrative-use copies indicating actions taken to ensure that duplicate offerings are not made to either the WO or NARA</p> <p><u>Note 8</u> Do not retain aerial photographs under code 1640 – AudioVisual Aerial photographs associated with</p> <ul style="list-style-type: none"> <li>• Research activities - retained under file code 4110</li> <li>• Title claims and encroachment - retained under file code 5510</li> </ul> <p>Aerial photograph negatives and indexes are retained under file code 7140 – Geospatial</p>			
39	1640	Audio-Visual Information	Still Photography – Historical Collection	<p><b>Still Photography – Historical Collection</b> Pre-1998 photographs that provide documentation of essential transactions of the Forest Service or significant events Includes negatives, original color transparencies and slides, black-and-white photographic prints (the “browsing file”) and any associated finding aids</p> <p><u>Note 1</u> Contact FS Records Officer to arrange immediate transfer to National Archives and Records Administration</p> <p><u>Note 2</u> Provide FS History Program (WO) with duplicates of Pre-1998 photographs and prints from negatives</p> <p><u>Note 3</u> Do not retain aerial photographs under code 1640 – AudioVisual Aerial photographs associated with</p> <ul style="list-style-type: none"> <li>• Research activities - retain under file code 4110</li> <li>• Title claims and encroachment - retain under file code 5510</li> </ul> <p>Aerial photograph negatives and indexes are retained under file code 7140 – Geometronics</p>	PERMANENT	1640-4	N1-95-98-1 Permanent
40	1640	Audio-Visual Information	Slides, Filmstrips, and Multi-media Programs	<p><b>Slide Sets, Filmstrips, and Multi-media Programs</b> Includes internal personnel and administrative filmstrips, slide sets and multi-media programs that reflect the mission of the agency or document events or document events or phenomena that are significant</p> <p><u>Note 1</u> Forward original and one copy, or 2 copies, of each slide set, filmstrips, and accompanying audio recordings or scripts to the WO Office of</p>	PERMANENT	1640-5	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				Communications staff after program is completed Note 2 Offer to NARA 5-years after the program is completed Prior to transfer to NARA, the WO Communications staff will submit SF258 to FS National Records Officer for approval			
41	1640	Audio-Visual Information	Graphic Arts	<b>Graphic Arts</b> Includes posters and other graphic art records that explain, instruct, advertise, or illustrate agency programs and functions (Examples would be Smokey Bear Posters and Woodsy Owl Posters) a Transfer 2 copies of each published poster Prior to transfer to NARA, submit SF258 to FS National Records Officer for approval b Cooperative Fire Protection Posters Submit 2 copies of poster to NARA as directed in item a above c Paste-ups generated in the course of producing printed posters are to be disposed of when no longer needed for production	PERMANENT  PERMANENT  TEMPORARY	1640-6	N1-95-87-18 PERMANENT
42	1640	Audio-Visual Information	Films – Original Footage	<b>Films – Original Footage</b> FS-sponsored films created for use within the Agency, with a planned life of a year or more, informational, educational, recruiting films, training films that explain agency functions or activities, research and development, fact-finding and other study films which are deemed historically significant Includes FS local unit sponsored films highlighting a local problem or event a Forest Service Region or Unit of Origin – submit original edited master, negative or color original plus separate sound track, and an intermediate master positive, or duplicate negative plus sound track and projection print and related scripts to NARA five (5) years after withdrawn from distribution Prior to transfer, submit SF258 to FS National Records Officer for approval b All other copies are non-record material and should be routed between Forest Service units until no longer needed for administrative use At that point the film should be destroyed c Motion picture films with a planned life of less than one year – destroy within one year of creation	PERMANENT  PERMANENT  TEMPORARY	1640-7 1640-7-1 1640-7-2	N1-95-88-2 PERMANENT OR Destroy when no longer needed
43	1640	Audio-Visual Information	Stock Footage	<b>Stock Footage</b> Well-organized and described out takes and trims from FS-sponsored films created for use within the Agency a Informational, educational, recruiting films, training films that explain agency functions or activities, research and development, fact-finding and other study films which are deemed historically significant b All other copies are non-record material and should be routed between Forest Service units until no longer needed for administrative use <u>Note 1</u> Retention period begins when no longer needed for administrative use	PERMANENT  TEMPORARY	1640-7	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
44	1640	Audio-Visual Information	Video Productions	<p><b>Video Productions:</b> FS sponsored and/or created video productions with a planned life of more than one year. Includes, but not limited to television news releases and information reports (excluding Smokey Bear and Woodsy Owl), training programs explaining agency functions or activities, video productions of historic significance, IFS local unit sponsored/created videos highlighting a local problem or event.</p> <p>a Forest Service Region or Unit of Origin - Submit original edited master and duplicate copy to NARA (via WO) five (5) years after withdrawn from distribution. Prior to transfer, submit SF258 to FS National Records Officer for approval.</p> <p>b Copies are non-record material and should be routed between FS units until no longer needed for administrative use, at which point the copies should be destroyed.</p> <p>c Videos with a planned life of less than one year – destroy within one year of creation.</p>	PERMANENT  TEMPORARY  TEMPORARY	1640-8 1640-8-1	N1-95-88-2 PERMANENT Or Destroy when no longer needed
45	1640	Audio-Visual Information	Audio Productions	<p><b>Audio Productions:</b> FS sponsored and/or created audio productions with a planned life of more than one year. Includes, but not limited to radio spots, information and public service radio programs, recruitment materials, speeches, interviews and oral history recordings, scripts and finding aids for those deemed historically significant. Includes FS local unit sponsored/created audio productions highlighting a local problem or event.</p> <p>a Forest Service Region or Unit of Origin - Submit original edited master recording (if available) and duplicate copy to NARA (via WO) five (5) years after withdrawn from distribution. Prior to transfer, submit SF258 to FS National Records Officer for approval.</p> <p>b Copies are non-record material and should be routed between FS units until no longer needed for administrative use, at which point the copies should be destroyed.</p> <p>c Audio recordings with a planned life of less than one year – destroy within one year of creation.</p>	PERMANENT  TEMPORARY  TEMPORARY	1640-9 1640-9-1	N1-95-88-2 PERMANENT Or Destroy when no longer needed
46	1650	Media Relations Program	Press Releases	<p><b>Press Releases:</b> FS issued press releases.</p> <p>Note 1: Close file at end of fiscal year and apply retention schedule.</p> <p>Note 2: Transfer closed file to NARA when 10 years old.</p> <p>Note 3: Non-record reference copies of press releases should be maintained for no more than 24 months. Such copies shall be marked "Reference" or "Copy".</p>	PERMANENT	1650-1	N1-95-88-2 PERMANENT
47	1650	Media Relations Program	Policy Speeches	<p><b>Policy Speeches:</b> Includes policy speeches and by-lined articles for the Chief, Associate Chief, and forestry-related speeches for USDA Assistant Secretary for</p>	PERMANENT	1650-4	N1-95-88-2

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				Natural Records and Environment, and selected policy speeches for Regional Foresters and Forest Supervisors. <u>Note 1</u> Issuing office maintains official record <u>Note 2</u> Close file at end of fiscal year and apply retention schedule <u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval			PERMANENT
48	1650	Media Relations Program	General	<b>General:</b> General correspondence with media on specific books, magazine articles, and speeches, as well as media requests for information <u>Note 1</u> File standard inquires under 1600 – Inquires <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	1650	N1-95-88-2 3 yrs
49	1650	Media Relations Program	Radio and Television	<b>Radio and Television:</b> Working papers, background material developed for talk shows, interviews, public service, panel discussions, news shows, and records regarding personal contacts <u>Note 1</u> Retain audio/video records under 1640 <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	1650-3	N1-95-88-2 3 yrs
50	1650	Media Relations Program	Clippings	<b>Clippings:</b> Includes newspaper, magazine, and trade or technical journal clippings relative to activities or matters in which FS is concerned, and reprints of articles in non-Federal Government publications <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	1650-2	N1-95-88-2 2 yrs
51	1670	Library	General	<b>General:</b> Includes correspondence and related records pertaining to library management and service functions <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	1670	N1-95-88-2 3 yrs
52	1670	Library	Translations	<b>Translations:</b> Includes English version of material (on Forestry) originally published in some other language, such as French, Spanish, German, etc <u>Note</u> Close file and apply retention period when no longer needed for administrative use	Temporary 3 years	1670-1	N1-95-88-2 3 yrs
53	1680	History Program	Archival History	<b>Archival History:</b> Includes history material, such as biographies of persons of interest to the public and historical community, oral histories, Forest histories not part of official FS publications (see 1630), information regarding special events (such as FS anniversaries, commemorations, dedications, etc), research papers and reports of historical value excluding those under 1680 – History Program – Historical Reports and Studies, publications such as "History Line" or articles and books produced by History Program, and other items deemed to be of historical value <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit	PERMANENT	1680-1	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				SF258 to FS National Records Officer for approval. <u>Note 3</u> Retain articles and books produced by History Program in originating office only <u>Note 4.</u> File speeches under 1650			
54	1680	History Program	Historical Reports and Studies	<b>Historical Reports and Studies</b> includes internal documents produced by the Historians for other FS units, such as Legislative Affairs, Office of Communication, Conservation Education, Fire and Aviation, State and Private Forestry, Grey Towers National Historic Site, and Policy and Analysis. Contents address or describe historical context of policy issues, recommendations on the preservation of historical sites, and other topics of historical interest. <u>Note 1</u> Close file at end of fiscal year or when study complete (as applicable) and apply retention period <u>Note 2</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval <u>Note 3</u> Other offices may retain reference copies for 3 years. Such items should be marked "Reference" or "Copy."	PERMANENT	1680-3	N1-95-88-2 PERMANENT
55	1690	Internal Communications	Internal Weekly Newsletters	<b>Internal Weekly Newsletters:</b> Weekly newsletters created at all levels of the organization, covering policy and administrative needs such as safety, training, incentive awards, or similar official subject. <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2.</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval	PERMANENT	1690-3	N1-95-88-2 PERMANENT
56	1690	Internal Communications	Chief and Staff Notes	<b>Chief and Staff Notes:</b> Contains information from regular (sometimes daily) meetings held by the Chief and primary Washington Office Staff on Agency policies, activities, and issues. <u>Note 1</u> WO maintains official record  <u>Note 2</u> Transfer closed files to NARA. Prior to transfer, submit SF258 to FS National Records Officer for approval <u>Note 3</u> Use of Chief and Staff Notes discontinued in mid-1990s	PERMANENT	1690-4	N1-95-88-2 PERMANENT
57	1690	Internal Communications	Standard Sessions	<b>Standard Sessions:</b> Agendas containing subject of policy, organization, training, and other areas affecting the agency, including the issue, decision made, and background documents. <u>Note 1</u> WO maintains official record <u>Note 2</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit	PERMANENT	1690-5	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				SF258 to FS National Records Officer for approval <u>Note 3</u> Other offices may retain reference copies for 3 years Such items should be marked "Reference" or "Copy"			
58	1690	Internal Communications	Early Warning Alert	<b>Early Warning Alert:</b> Forms and reports <u>Note 1</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	1690-1	N1-95-88-2 5 yrs
59	1760	Equal Employment Opportunity	Special Emphasis Programs (SEP) – Hispanic Employment Program	<b>Special Emphasis Programs (SE) – Hispanic Employment Program</b> <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1760-1-2	N1-95-88-2 3-10 yrs
60	1800	Youth, Volunteer, and Hosted Programs	General	<b>General:</b> Correspondence related to human resource programs too broad to file elsewhere <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	1800	N1-95-88-2 3 yrs
61	1810	Hosted Programs in the Forest Service	General	<b>General:</b> Includes general correspondence, policy and procedural records, reports, studies, and records related to special outreach efforts for hosted human resource programs <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	1810	N1-95-88-2 3 yrs
62	1830	Volunteers Program	General	<b>General:</b> Includes general correspondence related to the administration of the program (such as media contacts), outreach projects, policy development of the volunteers program with other federal agencies, substantive congressionals and other inquiries that seek clarification of Forest Service policies, plans, and decisions/documentation of current issues that may lead to national policy <u>Note 1</u> Establish subject folders or case files as needed <u>Note 2</u> Some files may contain PII, store securely, control access <u>Note 3:</u> Privacy Act System of Records USDA/FS-15 – Human Resources covers these records Review PA SOR for additional access and storage requirements. <u>Note 4</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	1830	N1-95-92-1 3 yrs
63	1830	Volunteers Program	Plans	<b>Plans:</b> Includes records related to recruitment, safety, supervision, orientation, and training for the management of the volunteers program Establish subject folders or case files, as needed <u>Note 1</u> Some files may contain PII, store securely, control access <u>Note 2</u> Privacy Act System of Records USDA/FS-15 – Human Resources	Temporary 3 years	1830-1	N1-95-92-1 3 yrs

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				covers these records Review PA SOR for additional access and storage requirements. <u>Note 3.</u> Close file at end of fiscal year and apply retention period			
64	1830	Volunteers Program	Individual Volunteer Services	<b>Individual Volunteer Services:</b> Case file containing individual or group volunteer agreements, hours worked, accomplishments, training received, reimbursement claims, and related correspondence <u>Note 1</u> Some files may contain PII, store securely, control access <u>Note 2</u> Privacy Act System of Records USDA/FS-15 – Human Resources covers these records Review PA SOR for additional access and storage requirements <u>Note 3</u> Close file at end of fiscal year or when case/project file closed and apply retention period	Temporary 3 years	1830-2	N1-95-88-2 3 yrs
65	1830	Volunteers Program	Sponsored Volunteer Services	<b>Sponsored Volunteer Services:</b> Case file containing agreements, reimbursement claims, and related correspondence <u>Note 1</u> Some files may contain PII, store securely, control access <u>Note 2</u> Privacy Act System of Records USDA/FS-15 – Human Resources covers these records Review PA SOR for additional access and storage requirements <u>Note 3</u> Close file at end of fiscal year or when case/project file closed and apply retention period	Temporary 3 years	1830-3	N1-95-88-2 3 yrs
66	1840	Youth Conservation Corps (YCC)	Interagency Agreements	<b>Interagency Agreements:</b> Interagency agreements concerning YCC, supplements and revisions to agreements, and related correspondence, reports <u>Note 1</u> Apply retention schedule when agreement expires or terminates <u>Note 2</u> Transfer closed file to NARA when 10 years old <u>Note 3</u> File YCC annual accomplishment report under 1800 – Youth, Volunteer, and Hosted Programs -Reports (permanent retention)	PERMANENT	1840-7	N1-95-88-2 PERMANENT
67	1840	Youth Conservation Corps (YCC)	Audits	<b>Audits:</b> Includes reports, correspondence, and related records of regular and special audist of State grant projects <u>Note</u> Retention period begins with completion of final action	Temporary 5 years	1840-5-1	N1-95-88-2 5 yrs
68	1840	Youth Conservation Corps (YCC)	Planning and Distribution of Funds	<b>Planning and Distribution of Funds:</b> Correspondence and fund distribution plans relative to the distribution of YCC funds by States for both Federal and State programs <u>Note</u> Close file at end of fiscal year and apply retention period.	Temporary 5 years	1840-6	N1-95-88-2 5 yrs
69	1850	Jobs Corps Civilian Conservation Corps	Reports	<b>Reports:</b> Includes facility inspection reports, annual national review assessment review reports by Forest Service and Department of Labor, morning report recapitulation, quarterly reports	Temporary 10 years	1850-7	N1-95-88-2 10 yrs

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD	
				Note 1 Privacy Act System of Records DoL/Govt-2 – Job Corps Student Records covers all or some of the records retained under this file code Review this Privacy Act System of Records for additional access and storage requirements. Note 2 Close file at end of fiscal year and apply retention period.				
-	1860	Senior Community Service Employment Program	<b>Note: The Senior Community Service Employment Program is inactive at this time. Apply retention periods below to currently existing records.</b>					
70	1860	Senior Community Service Employment Program	Interagency Agreement	<b>Interagency Agreement:</b> Includes the interagency agreement, supplements, modifications, closeout documents, and financial status report Note 1 Apply retention schedule when agreement expires or terminated Note 2 Transfer closed file to NARA when 10 years old	PERMANENT	1860-7	N1-98-88-2 PERMANENT	
71	1860	Senior Community Service Employment Program	Reports	<b>Reports:</b> Includes quarterly progress reports, narrative attachments which are required by the Department of Labor for congressional testimony on the status of the program, file also includes reporting of local project data Note 1 File financial records, such as Report of Cumulative Obligations, Quarterly Report of Cumulative contributions and so forth under 6550 Accounting and apply retention period Note 2 Program inactive	Temporary 5 years	1860-4	N1-95-88-2 5 yrs	
72	1910	National Resource Planning	RPA Special Studies Reports	<b>RPA Special Studies Reports:</b> Studies conducted to support the Resources Planning Act (RPA) Assessment or program activities These studies relate to supply and demand for natural resources, economic values, and other activities in support of the RPA process Establish case file by study number assigned by the Washington Office Note 1 WO maintains official record of RPA Special Studies Reports Note 2. Close file when study ends and apply retention period Note 3 Transfer closed file to NARA when 10 years old	PERMANENT	1910-7	N1-95-88-2 PERMANENT	
73	1920	Land Management Planning	Regional Planning Process	<b>Regional Planning Process:</b> Includes documentation of planning process used at the Regional level, required by Section 6 regulations, team meeting minutes, decisions, direction from the Chief, Regional Forester, Area Director, the work plan, correspondence, data information files, or other documentation of analytical procedures, collection procedures, or any general process actions proposed or used throughout the planning process Must maintain all evidentiary material as potential legal or court evidence Note 1: RO maintains official record Note 2: Close file at end of fiscal year and apply retention period Note 3. Transfer closed file to NARA when 10 years old Prior to transfer submit	PERMANENT	1920-1-1	N1-95-88-2 PERMANENT	

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				SF258 to FS National Records Officer for approval <u>Note 4:</u> If microfilm of paper records created, the microfilm shall be made in accordance with the provisions of 36 CFR 1230, destroy the original when microfilms are validated Transfer one silver original and one copy to FRC annually or as volume warrants Offer to NARA in 5 year blocks when 10 years old (Example 1982-1986 block would be offered to NARA in FY1996) <u>Note 5:</u> Paper and microfilm copies stored in other offices are for reference use only and should be destroyed when 10 years old			
74	1920	Land Management Planning	Regional Decision Document	<b>Regional Decision Document:</b> Include EIS, final Regional Plan, amendments, and revisions <u>Note 1</u> RO maintains official record <u>Note 2:</u> Close file when decision signed or project ends, and apply retention period <u>Note 3:</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval <u>Note 3:</u> If microfilm of paper records created, the microfilm shall be made in accordance with the provisions of 36 CFR 1230, destroy the original when microfilms are validated Transfer one silver original and one copy to FRC annually or as volume warrants Offer to NARA in 5 year blocks when 10 years old (Example 1982-1986 block would be offered to NARA in FY1996) <u>Note 4</u> Paper and microfilm copies stored in other offices are for reference use only and should be destroyed when 10 years old	PERMANENT	1920-1-2	N1-95-88-2 PERMANENT
75	1920	Land Management Planning	National Forest Planning Process	<b>National Forest Planning Process:</b> Includes planning process used at the National Forest level, required by Section 6, decisions and direction given, the work plan, correspondence, data information files or other documentation of analytical procedures, collection procedures, or any general process actions proposed or used throughout the planning process Must maintain as evidentiary material as potential legal or court evidence <u>Note 1:</u> SO maintains official record <u>Note 2.</u> Close file at end of project and apply retention period <u>Note 3</u> Transfer closed file to NARA when 10 years old <u>Note 4:</u> If microfilm of paper records created, the microfilm shall be made in accordance with the provisions of 36 CFR 1230, destroy the original when microfilms are validated Transfer one silver original and one copy to FRC annually or as volume warrants Offer to NARA in 5 year blocks when 10 years old (Example 1982-1986 block would be offered to NARA in FY1996) <u>Note 5:</u> Paper and microfilm copies stored in other offices are for reference use only and should be destroyed when 10 years old	PERMANENT	1920-2-1	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				Note 6 Record material may include maps created on mylar Include any mylar maps in transfers to FRC and NARA.			
76	1920	Land Management Planning	National Forest Decision Documents	<p><b>National Forest Decision Documents:</b> Includes EIS, the final Forest plan, amendments and revisions</p> <p><u>Note 1</u> SO maintains official record</p> <p><u>Note 2</u> Close file when decision signed and apply retention schedule</p> <p><u>Note 3.</u> Transfer closed file to NARA when 10 years old</p> <p><u>Note 4:</u> If microfilm of paper records created, the microfilm shall be made in accordance with the provisions of 36 CFR 1230, destroy the original when microfilms are validated Transfer one silver original and one copy to FRC annually or as volume warrants Offer to NARA in 5 year blocks when 10 years old (Example 1982-1986 block would be offered to NARA in FY1996)</p> <p><u>Note 5:</u> Paper and microfilm copies stored in other offices are for reference use only and should be destroyed when 10 years old</p> <p><u>Note 6</u> Record material may include maps created on mylar Include any mylar maps in transfers to FRC and NARA</p>	PERMANENT	1920-2-2	N1-95-88-2 PERMANENT
77	1920	Land Management Planning	National Forest Public Comments	<p><b>National Forest Public Comments:</b> Comments from the public that must be considered in the development of plans, and correspondence documenting response and status information</p> <p><u>Note</u> Apply retention period when project file closed.</p>	Temporary 25 years	1920-2-5	N1-95-88-2 25 yrs
78	1920	Land Management Planning	RARE II Public Comments	<p><b>RARE II – Public Comments</b> Includes comments and suggestion from the public concerning areas proposed for wilderness designation</p> <p><u>Note</u> Apply retention period when project file closed</p>	Temporary 25 years	1920-4-2	N1-95-88-2 25 yrs
79	1950	Environmental Policy and Procedures	Forest Service Environmental Impact Statement	<p><b>Forest Service Environmental Impact Statement (EIS):</b> Includes material supporting an EIS as well as the actual Environmental Impact Statement</p> <p><u>Note 1</u> Microfilm all records that are deemed to be of sufficient importance to retain permanently and destroy paper/electronic records once film is verified</p> <p><u>Note 2</u> All microfilming of records shall be in accordance with the provisions of 36 CFR 1230</p> <p><u>Note 3</u> WO maintains official copy of microfilm until transferred to NARA</p> <p><u>Note 4</u> WO to offer a silver original of microfilmed records plus one duplicate copy to NARA in 5-year blocks when administrative use ceases Prior to transfer, submit SF258 to FS National Records Officer for approval</p> <p><u>Note 5</u> All offices are authorized to retain paper/electronic records on site until administrative use ceases, then destroy</p>	PERMANENT	1950-3	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
80	1960	Policy Analysis	Case Studies	<b>Case Studies:</b> Includes reviews, analysis and study reports, staff papers, and any related records that analyze current Forest Service or emerging policy issues. Create case files by year and subject matter. <u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed. <u>Note 2</u> Transfer closed file to NARA when 10 years old.	PERMANENT	1960-2	N1-95-88-2 PERMANENT
81	1960	Policy Analysis	General	<b>General:</b> Includes general correspondence and material concerning routine transactions, such as trip reports, individual letters and memoranda answering requests, and progress reports not directly related to a specific study. <u>Note</u> Close file at end of fiscal year and apply retention period.	Temporary 3 years	1960	N1-95-88-2 3 yrs
82	1970	Economic and Social Analysis	General	<b>General:</b> Includes general correspondence related to technical and procedural direction for conducting economic and social analysis. <u>Note 1</u> Excludes economic and social analysis case file material that should be filed under the appropriate file designation for the subject. For example, an economic and social analysis related to an EIS is filed under 1950. <u>Note 2</u> Close file at end of fiscal year and apply retention period.	Temporary 3 years	1970	N1-95-88-2 3 yrs
83	1990	Special Plans and Studies	General	<b>General:</b> Case files consist of a plan containing the details of the research findings that will be tested for local or national application, a justification, cooperators, questions that the study will answer, the methodology, cost and funding, followup, and final report. The studies may be routine or substantive, such as studies affecting more than one region. <u>Note 1</u> Office originating the study maintains the official record. <u>Note 2:</u> Records related to Surface Environment and Mining (SEAM) are now filed under 4310. <u>Note 3</u> Organize by case file. <u>Note 4</u> Retention period begins when case file closed. <u>Note 5</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval.	PERMANENT	1990	N1-95-88-2 10 yrs
84	2060	Ecosystem, Classification, Interpretation, and Application	General	<b>General:</b> Includes general correspondence related to service-wide direction for the components of the ecosystem classification. <u>Note:</u> Close file at end of fiscal year and apply retention period.	Temporary 5 years	2060	N1-95-88-2 5 yrs
85	2130	Solid Waste Management	General	<b>General:</b> Includes general records, including correspondence, on the design, construction, management, operation, and maintenance of the FS solid waste system. These processes ensure public health and safety. <u>Note:</u> Close file at end of fiscal year and apply retention period.	Temporary 3 years	2130	N1-95-87-13 3 yrs

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
86	2200	Range	Policy and Direction	<p><b>Policy and Direction:</b> Records (including correspondence) relating to policy or program direction concerning range conditions, criteria for classifying grazing lands, directed to other agencies on policy matters, or signed by the Chief of the Forest Service or the Secretary of USDA.</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	PERMANENT	2200-3	N1-95-88-2 PERMANENT
87	2230	Grazing and Livestock Use Permit System	Permit Case files	<p><b>Permit Case files:</b> Includes case files consisting of authorizing documents, supplements, amendments, correspondence, and related records Case file includes approved permittee application, supporting documents, and other supplemental information used in determining whether a permit should be issued</p> <p><u>Note 1</u> Establish files by PERMIT TYPE. Term (Grazing Agreements, Private Land), Temporary, Livestock Use, Other Permits</p> <p><u>Note 2.</u> Arrange case file alphabetically by name of permittee.</p> <p><u>Note 3</u> Transfer to Federal Records Center 10 years after file is closed</p> <p><u>Note 4</u> Official files traditionally reside at Supervisor's Office (SO)</p> <p><u>Note 5</u> Duplicate records retained for administrative use must be designated as <b>reference</b> and destroyed when administrative use ceases, do not transfer duplicate records to FRC</p> <p><u>Note 6</u> Produce all responsive documents in response to litigation or FOIA/PA requests</p> <p><u>Note 7</u> Some files may contain PII, store securely, control access</p> <p><u>Note 8</u> Privacy Act System of Records USDA/FS-14– Grazing Permittees – Individual – National Forest System covers all or some of the records retained under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements</p>	Temporary 75 years	2230-3	N1-95-88-2 75 yrs
88	2240	Range Improvements	Pesticides	<p><b>Pesticides:</b> Correspondence regarding spraying of pesticides and other treatments of woody plants, noxious farm weeds, other plants, including those of a poisonous variety, rodents, predators, insects, and diseases</p> <p><u>Note 1</u> Case files created when necessary and arranged alphabetically.</p> <p><u>Note 2</u> Retention period begins when case file closed or administrative use ceases (as applicable)</p>	Temporary 300 years	2240-2-1	N1-95-88-2 PERMANENT
89	2240	Range Improvements	Nonstructural Incidents	<p><b>Nonstructural Incidents:</b> Case folders consisting of any correspondence and supporting documentation regarding any complaints or complications resulting from any nonstructural improvements to National Forest System lands. May include statements and other supporting data and photographs</p>	Temporary 10 years	2240-3	N1-95-88-2 10 yrs

Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<u>Note</u> Close file at end of fiscal year and apply retention period			
90	2240	Range Improvements	Structural	<b>Structural:</b> Correspondence and supporting documentation regarding structural improvements made to National Forest lands including items such as cattle guards, fences, gates, corrals, and water developments <u>Note 1</u> File record of authorities and agreements to build such improvements under various cooperative programs between Forest Service and permittees in the appropriate permittee case folder under 2230 <u>Note 2:</u> Close file and apply retention period when improvement is completed.	Temporary 10 years	2240-1	N1-95-88-2 10 yrs
91	2250	Range Cooperation	Associations	<b>Associations</b> Information pertaining to various organizations formed by National Forest grazing permittees. Included is documentation such as membership, minutes of meetings, memorandums of understanding, agreements, renewals, and general correspondence <u>Note 1</u> Retention period begins after termination of association between FS and organization <u>Note 2.</u> Arrange case file by organization name. <u>Note 3</u> Some files may contain PII, store securely, control access <u>Note 4</u> Privacy Act System of Records USDA/FS-14– Grazing Permittees – Individual – National Forest System covers all or some of the records retained under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements	Temporary 25 years	2250-2	N1-95-88-2 25 yrs
92	2260	Wild Free-Roaming Horses and Burros	Cooperation	<b>Cooperation:</b> Correspondence and cooperative agreements between Forest Service and other state/local government agencies, permittees, or private landowners regarding maintenance of wild horses and burros Include documentation of joint land management plans for those properties immediately adjacent to National Forests that wild horses use as their natural range May include cooperative agreements between Forest Service and State livestock boards regarding determination of ownership in cases of dispute <u>Note 1.</u> Arrange materials in case folders by cooperators <u>Note 2</u> WO and RO usually offices of record <u>Note 3</u> Retention period begins after completion or termination of agreement	Temporary 75 years	2260-1	N1-95-88-2 25 yrs
93	2260	Wild Free-Roaming Horses and Burros	Historic Range	<b>Historic Range:</b> All records used as the basis for initial determination of all wild horse and/or burro territories Records shall include inventories of wild free-roaming horses and burros on given areas of public lands, as defined by the Wild Horses and Burros Protection Act (P L 92-195), maps of those lands, and any additional information collected during the initial inventory and mapping activities The initial inventory and mapping activities should have been completed within 30 months of enactment of P L 92-195	PERMANENT	New	New

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><u>Note 1</u> Arrange case files by specific area or territory</p> <p><u>Note 2</u> Transfer official record to National Archives and Records Administration, retain reference copy on unit (mark 'REFERENCE') Prior to transfer, submit SF258 to FS National Records Officer for approval</p> <p><u>Note 3</u> Original records may be currently filed with forest plan documentation or in other locations. In such cases, a duplicate copy should be retained under this file code and transferred to the National Archives and Records Administration</p>			
94	2300	Recreation, Wilderness, and Related Resource Management	General	<p><b>General:</b> Includes correspondence related to policy, direction, and procedures of recreation management and correspondence too broad to file elsewhere in this series</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> For any temporary data placed on microfilm, destroy the originals (only for temporary records with approved retention periods) Do not microfilm and destroy the originals of unscheduled records or records designated permanent without formal approval from NARA. When a proposed microfilm project provides for destruction of original record-hardcopies, send a formal, signed request to the National FS Records Officer for approval. Include information needed to complete SF-115 (Request for Records Disposition Authority). The National FS Records Officer will forward the request to NARA for approval. When the Archivist approves the project, the FS National Records Officer will provide a signed, formal approval to the requesting unit.</p>	Temporary 3 years	2300	N1-95-88-1 3 yrs
95	2300	Recreation, Wilderness, and Related Resource Management	Volunteers	<p><b>Volunteers:</b> Includes correspondence, policy, direction, and procedures related to the Campground Host Program, volunteers carrying out campground duties, and other volunteer activities administered in conjunction with the Human Resource Volunteers Program</p> <p><u>Note 1</u> Establish subject folders as needed</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 3 years	2300-2	N1-95-88-1 3 yrs
96	2310	Planning and Data Management	Resource Information Management	<p><b>Resource Information Management (RIM).</b> Includes recreation management correspondence and records specifically related to the Land Management Planning Process</p> <p><u>Note 1</u> WO maintains official record</p> <p><u>Note 2</u> Data from 1939 is on microfilm, record copies of microfilm offered to NARA.</p> <p><u>Note 3</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval.</p>	PERMANENT	2310-1	N1-95-88-2 PERMANENT
97	2310	Planning and Data Management	General	<p><b>General:</b> Includes general correspondence related to the Land Management Planning process, such as the Recreation Opportunity Spectrum Planning documents filed under 1920</p>	Temporary 3 years	2310	N1-95-88-1 3 yrs

Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				Note Close file at end of fiscal year and apply retention period			
98	2320	Wilderness Management	Designated Wildernesses	<p><b>Designated Wildernesses:</b> Case files related to designated wildernesses and subsequent management activities carried out within wildernesses. Records consists of correspondence, study report, legal description (map), legislative history, the management plan derived from the Forest Plan and amendments, congressional and public inquiries, and other related records</p> <p><u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed</p> <p><u>Note 2.</u> Transfer closed file to NARA when 10 years old</p> <p><u>Note 3</u> Forest Supervisor's Office maintains official record.</p>	PERMANENT	2320-1	N1-95-88-1 PERMANENT
99	2320	Wilderness Management	General	<p><b>General:</b> General correspondence related to wilderness management, planning, management of other resources, use of motorized equipment and so forth. File also includes substantive congressionals and other inquiries seeking clarification of Forest Service policies, plans, and decisions, documentation of current issues that may lead to national and regional policy, guidelines, and so forth</p> <p><u>Note 1</u> Organize by subject matter</p> <p><u>Note 2</u> Establish case files as needed and apply the retention period after case file closes</p>	Temporary 3 years	2320	N1-95-88-1 3 yrs
100	2330	Publicly Managed Recreation Opportunities	Site Plans	<p><b>Site Plans:</b> Plans for campgrounds, playgrounds, picnic areas, swim sites, boat launches, and other publicly managed recreation sites and visitor information sites</p> <p><u>Note 1</u> Forest Supervisor's or District Ranger's Office maintains official record</p> <p><u>Note 2</u> Establish case files as needed, and apply retention period when the case is closed</p> <p><u>Note 3</u> Transfer closed file to NARA when 10 years old</p>	PERMANENT	2330-3	N1-95-94-2 PERMANENT
101	2350	Trail, River, and Similar Recreation Opportunities	Designated National Recreation Trail	<p><b>Designated National Recreation Trail:</b> Case files of individual officially designated trails. File includes material related to an establishment report for a designated trail or an associated side or connecting trail.</p> <p><u>Note 1</u> Establish case file by trail</p> <p><u>Note 2</u> When the Forest Service is the administering agency, the Forest Supervisor's Office will maintain the official record</p> <p><u>Note 3</u> Break file every 10 years after trail is designated and transfer to NARA. Prior to transfer, submit SF258 to FS Records Officer for approval</p> <p><u>Note 4.</u> When another agency is the administering agency, copies are retained for reference only and destroyed when no longer needed. Do not send to FRC or NARA</p>	PERMANENT	2350-2	N1-95-88-1 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
102	2350	Trail, River, and Similar Recreation Opportunities	National Scenic and Historic Trails	<p><b>National Scenic and Historic Trails:</b> Case files related to designated National Scenic and Historic Trails or associated side or connecting trails. File contains correspondence, study report, legislative history, plan, official location, Advisory Council, special agreements, partnership groups, and other related records.</p> <p><u>Note 1</u> Establish case file by trail.</p> <p><u>Note 2.</u> When the Forest Service is the administering agency, the Regional/Area Office will maintain the official record.</p> <p><u>Note 3</u> Break file every 10 years after trail and transfer to NARA. Prior to transfer, submit SF258 to FS Records Officer for approval.</p> <p><u>Note 4</u> When another agency is the administering agency, copies are retained for reference only and destroyed when no longer needed. Do not send to FRC or NARA.</p>	PERMANENT	2350-3	N1-95-88-1 PERMANENT
103	2350	Trail, River, and Similar Recreation Opportunities	Wild and Scenic Rivers	<p><b>Wild and Scenic Rivers:</b> Includes study report and related records, correspondence, river plan, official boundaries, and legislative history. These rivers are designated by Congress as part of the Wild and Scenic River System. Study reports conducted under 1920 are to be filed here when designated.</p> <p><u>Note 1</u> Establish case file by river.</p> <p><u>Note 2.</u> When the Forest Service is the administering agency, the Forest Supervisor's Office will maintain the official record.</p> <p><u>Note 3</u> Break file every 10 years after river is designated and transfer file to NARA. Prior to transfer, submit SF258 to FS National Records Officer for approval.</p> <p><u>Note 4</u> When another agency is the administering agency, copies are retained for reference only and destroyed when no longer needed. Do not send to FRC or NARA.</p>	PERMANENT	2350-4	N1-95-88-1 PERMANENT
104	2370	Special Recreation Designations	General	<p><b>General:</b> File contains correspondence, study report, legislative history, plan, official location, special agreements, management direction, and other related records.</p> <p><u>Note 1</u> Establish files by special designation, such as National Recreation Area, Botanical Area, National Landmarks, National Volcanic Monument, and so forth.</p> <p><u>Note 2</u> Transfer closed records to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval.</p> <p><u>Note 3</u> Regions and Areas maintain official files.</p>	PERMANENT	2370	N1-95-88-1 PERMANENT
105	2380	Landscape Management	General	<p><b>General:</b> Includes general correspondence concerning landscape management too broad to be filed under a specific subject.</p> <p><u>Note:</u> Close file at end of fiscal year and apply retention period.</p>	Temporary 3 years	2380	N1-95-88-1 3 yrs
106	2400	Timber Management	Studies	<p><b>Studies:</b> Administrative studies addressing operational problems, guidelines,</p>	Temporary	2400-3	N1-95-88-2

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				technical evaluations of applications designed to answer specific management problems Include correspondence, reports, and other records <u>Note</u> Retention period begins after case file closed	5 years		5 yrs
107	2410	Timber Resource Management Planning	Timber Management Plans [pre-1991 only]	<b>Timber Management Plans [CLOSED SERIES]</b> The Final Plan and amendments for the management of timber resources on the National Forests These plans have a ten-year cycle Some may predate 1960 Since TM plans are no longer generated this is a closed series <u>Note 1</u> Offered all pre-1991 Final Plans and amendments to NARA in 1991 <u>Note 2</u> If existing records discovered, contact FS National Records Officer for instructions	PERMANENT	2410 2410-1	N1-95-88-2 PERMANENT
108	2410	Timber Resource Management Planning	General	<b>General:</b> Includes correspondence related to timber management planning process, congressional and public inquiries about inventories (including surveys), land suitability and allowable sale quantity, records pertaining to the planning and establishment of sustained yield units, and other related records. Establish subject folders as needed <u>Note 1.</u> File sustained-yield unit case files under the appropriate file designation in <i>Uses of Timber Other Than Commercial</i> and apply the retention period <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	2410	N1-95-88-2 5 yrs
109	2460	Uses of Timber Other Than Commercial Timber Sales	Sustained-Yield Units	<b>Sustained-Yield Units:</b> Case files containing general correspondence, direction, and information Set up case folders by units <u>Note 1</u> Records usually maintained by RO <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval  <u>Note 3</u> Destroy all reference copies 5 years after case file closed	PERMANENT	2460-2	N1-95-88-2 PERMANENT
110	2480	Protection of Timber Sale Areas and Timberlands	General	<b>General:</b> Includes general records, including correspondence, related to reduction of risks, hazards, erosion control and other silvicultural practices <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	2480	N1-95-88-2 5 yrs
111	2500	Watershed and Air Management	General	<b>General:</b> Includes general correspondence related to responsibilities, coordination with other resource management, and correspondence too broad to be filed under a specific subject heading <u>Note 1.</u> Screen all folders in 2500 series for significant correspondence and documentation for NFS Watershed case files on selected watersheds If found, retain under filecode 2510 – Watershed Planning – NFS Watershed Case Files <u>Note 2</u> Close file at end of fiscal year and apply retention period.	Temporary 3 years	2500	N1-95-88-2 3 yrs
112	2510	Watershed Planning	NFS	<b>NFS Watershed Case Files</b> Includes case files on selected watersheds which	PERMANENT	2510-3	N1-95-87-16

Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
			Watershed Case Files	<p>document the watershed condition, water resource history, past events that influence current watershed conditions, provides a data base for support services, soil and water inventories, and assigning watershed priorities. The documentation may include reports on water resource developments, support services, water, soil, and resource inventories, hydrologic analyses, and other documentation that characterizes the condition of the watershed. Establish case files according to the NFS coding system.</p> <p><u>Note 1:</u> Screen all folders in 2500 series for significant correspondence and documentation for NFS Watershed case files on selected watersheds. If found, retain under filecode 2510 – Watershed Planning – NFS Watershed Case Files</p> <p><u>Note 2:</u> Files generally located at Supervisor or Ranger District Office</p> <p><u>Note 3:</u> Permanent records – if hardcopy permanent records are microfilmed, transfer the hardcopy records to NARA in accordance with the approved disposition (see note 4) once the microfilm is verified. Retain the microfilm copies in agency and destroy when superseded.</p> <p><u>Note 4:</u> Cut off record every 10 years and make copy for administrative reference. Validate accuracy of reference copy and transfer original records to NARA. Prior to transfer, submit SF258 to FS National Records Officer for approval.</p> <p><u>Note 5:</u> If electronic data is transferred to NARA via magnetic tape or compact disk, copy per instructions at 36 CFR 1236.28 [as of April 4, 2010] and transfer to NARA with accompanying documentation.</p> <p><u>Note 6:</u> Screen '2520 – Watershed Protection and Management – Emergency Burn Area Rehabilitation' for records appropriate for inclusion in this file.</p>			PERMANENT
113	2540	Water Uses and Development	Municipal Supply Watersheds – EO, Presidential Proclamation, Legislation, Secretary	<p><b>Municipal Supply Watersheds – Created by Executive Order, Presidential Proclamation, Legislation, Secretary's Agreement:</b> Includes agreement that specifies terms under which FS conducts activities with municipalities; some are congressional. Case file contains management plans, specific management classification, notice of restrictions, boundary posting records, maps, and inspection.</p> <p><u>Note 1:</u> Establish case files as needed.</p> <p><u>Note 2:</u> Official record resides at Forest Supervisor's Office</p> <p><u>Note 3:</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval.</p> <p><u>Note 4:</u> Records created after agreement is signed – transfer files to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval.</p> <p><u>Note 5:</u> All Offices - when the agreement is signed, send file(s) to the appropriate</p>	PERMANENT	2540-2a 2540-2b 2540-2	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				Supervisor's Office for consolidation into case file <u>Note 6</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files			
114	2540	Water Uses and Development	Water Rights – Water Uses Rights and Requirements	<b>Water Rights – Water Uses Rights and Requirements:</b> Includes inventory files on water uses, water requirements, and water rights which are needed for the planning and implementation of program on National Forest Systems lands Database outputs are selected data in the form of basic statistical or summary reports and may be maintained electronically or in hardcopy <u>Note 1</u> Database repositories scheduled separately <u>Note 2</u> Transfer closed file to NARA when 10 years old <u>Note 3</u> All offices retain printouts as reference, destroy when no longer needed <u>Note 4</u> Source documents may be destroyed once data is transferred to the inventory database <u>Note 5</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files	PERMANENT	2540-1-2	N1-95-87-16 PERMANENT
115	2670	Threatened, Endangered, and Sensitive Plants and Animals	Cooperation	<b>Cooperation:</b> Includes general correspondence, biological opinions on formal consultations with Fish and Wildlife Services, cooperative agreements with the International Convention Advisory Committee (ICAC), the Endangered Species Scientific Authority (ESSA), the USDA Endangered Species Work, state agencies, and so forth <u>Note 1</u> Establish records as case files. <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval	PERMANENT	2670-2	N1-95-88-2 PERMANENT
116	2670	Threatened, Endangered, and Sensitive Plants and Animals	Planning	<b>Planning:</b> Includes general correspondence, inventories and studies, recovery plans, action plans, reintroduction activities for the protection and recovery of classified species <u>Note 1</u> Records are established as case files <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval	PERMANENT	2670-3	N1-95-88-2 PERMANENT
117	2670	Threatened, Endangered, and Sensitive Plants and Animals	Species	<b>Species:</b> Includes general correspondence and case files related to any species in the management program listed on the Endangered Species Act (ESA) of 1973 <u>Note 1</u> Screen file for non-record material prior to offering to NARA <u>Note 2</u> Close file at end of fiscal year	PERMANENT	2670-6	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				Note 3: Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval			
118	2680	Habitat Management in Classified Areas	General	<b>General:</b> Includes general correspondence, miscellaneous records, and plans related to wildlife and fish habitat <b>Note</b> Close file at end of fiscal year and apply retention period	Temporary 5 years	2680	N1-95-88-2 5 yrs
119	2700	Special Uses Management	General	<b>General:</b> Includes general correspondence and records of a routine nature related to special use management Establish subject files as needed <b>Note</b> Close file at end of fiscal year and apply retention period	Temporary 3 years	2700	N1-95-88-2 3 yrs
120	2710	Special Use Authorizations	General	<b>General:</b> Includes general correspondence and documents related to special use applications; the preparation and administration of special use permits; fee regulations, fee system and fee administration Establish subject folders as needed <b>Note 1</b> Retention period begins after records no longer needed for administrative use <b>Note 2</b> Use 2720 for applications and administration related to specific special use cases <b>Note 3</b> Some files may contain PII, store securely, control access <b>Note 4.</b> Privacy Act System of Records USDA/FS-24– Special Use Authorizations covers all or some of the records retained under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements	Temporary 3 years	2710	N1-95-88-2 3 yrs
121	2720	Special Uses Administration	General	<b>General:</b> Includes records on current and newly recognized kinds of land uses File correspondence on specific cases in case files <b>Note 1</b> Close file at end of fiscal year <b>Note 2</b> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval	PERMANENT	2720	N1-95-88-2 PERMANENT
122	2720	Special Uses Administration	Significant Cases	<b>Significant Cases</b> Includes case files for important activities, including cultural resources permits and outfitters and guide services, for significant structures or improvements, such as hydroelectric projects, resorts, ski areas and residences, for other permits that Special Uses Administrators deem to be historically valuable <b>Note 1</b> Supervisor's Office (SO) maintains official file, all units send pertinent records to SO for incorporation into official file <b>Note 2</b> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval <b>Note 3</b> Some files may contain PII, store securely, control access <b>Note 4</b> Privacy Act System of Records USDA/FS-24– Special Use Authorizations covers all or some of the records retained under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements	PERMANENT	2720-2-1	N1-95-93-1 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
123	2720	Special Uses Administration	Alaska Native Claims Settlement Act of 1971	<p><b>Alaska Native Claims Settlement Act of 1971:</b> Records Created Under Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat 688) - This disposition concerns records created by the Forest Service for contracts, leases, licenses, permits, rights-of-way, easements, or trespasses on lands or resources withdrawn for native selection according to the Alaska Native Claims Settlement Act</p> <p><u>Note 1</u> These records are essential to complete a statutory requirement in Section 1411 of the Alaska National Interest Lands Conservation Act (Public Law 96-487, 94 Stat 2497, dated December 2, 1980)</p> <p><u>Note 2</u> Establish case file by kind of use, permittee, and other identifying information Retention period begins after case file closed</p> <p><u>Note 3</u> Supervisor's Office (SO) maintains official file, all units send pertinent records to SO for incorporation into official file</p> <p><u>Note 4:</u> Some files may contain PII, store securely, control access</p> <p><u>Note 5</u> Privacy Act System of Records USDA/FS-24- Special Use Authorizations covers all or some of the records retained under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements</p> <p><u>Note 6</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval</p>	PERMANENT	2720-2	NCI-95-81-9 13 yrs
124	2730	Road and Trail Rights-of-Way (ROW) Grants	Alaska Native Claims Settlement Act of 1971	<p><b>Alaska Native Claims Settlement Act of 1971:</b> Records Created Under Alaska Native Claims Settlement Act of 1971 (Public Law 92-203, 85 Stat. 688) - This disposition concerns records created by the Forest Service for contracts, leases, licenses, permits, rights-of-way, easements, or trespasses on lands or resources withdrawn for native selection according to the Alaska Native Claims Settlement Act</p> <p><u>Note 1</u> These records are essential to complete a statutory requirement in Section 1411 of the Alaska National Interest Lands Conservation Act (Public Law 96-487, 94 Stat 2497, dated December 2, 1980)</p> <p><u>Note 2</u> Establish case file by kind of use, permittee, and other identifying information Retention period begins after case file closed.</p> <p><u>Note 3:</u> Supervisor's Office (SO) maintains official file, all units send pertinent records to SO for incorporation into official file</p> <p><u>Note 4</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval</p>	PERMANENT	2730-2 (Alaska)	NCI-95-81-9 13 yrs
125	2760	Withdrawals	Forest Service Withdrawals	<p><b>Forest Service Withdrawals.</b> Case file consisting of the report of the withdrawal including the mineral report, correspondence with Bureau of Land Management, copies of published order establishing or altering the withdrawal or other pertinent records</p> <p><u>Note:</u> Upon completion of withdrawal action, transfer the case file to 5590-</p>	PERMANENT (see note)	2760-1	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				Landownership Status (thereby becoming permanent title file)			
126	2760	Withdrawals	Other Agency Withdrawals of National Forest Lands	<p><b>Other Agency Withdrawals of National Forest Lands</b> Case file consisting of the report on the withdrawal including minerals report, correspondence with Bureau of Land Management, copies of published order regarding the purpose of the withdrawal and other pertinent records</p> <p><u>Note 1</u> All offices except Supervisor's Office Upon completion of withdrawal action, transfer title evidence in case file to 5590-Landownership Status to become a permanent title file</p> <p><u>Note 2</u> Retention period begins after case file closed</p> <p><u>Note 3</u> Retain a project file containing information, correspondence and agreements necessary for continuing management and coordination of the withdrawal use</p> <p><u>Note 4</u> Destroy the non-title record material in the case file 10 years the withdrawal is vacated</p>	Temporary 10 years	2760-2	N1-95-88-2 10 yrs
127	2770	Federal Power Act Projects	Preliminary Permits / Investigation Special-Use Permits	<p><b>Preliminary Permits/Investigation Special-Use Permits:</b> File consists of applications and supporting documentation used in determining whether to issue a permit.</p> <p><u>Note 1</u> If permit is followed with an application for license or exemption, follow procedures for 2770–Licensed and Exempt Projects If not followed with application for license or exemption, retention period begins when preliminary permit or proposal declared inactive.</p> <p><u>Note 2</u> File appeals under 1570-Appeals and Litigation</p>	Temporary 5 years	2770-1	N1-95-88-2 5 yrs
128	2780	Terms and Conditions	General	<p><b>General:</b> Includes general correspondence related to the purpose, meaning, and utility of approved clauses, and records documenting the development, review, and approval of general purpose clauses and special purposes clauses</p> <p><u>Note</u> Retention period begins upon decision regarding adoption of clause(s)</p>	Temporary 20 years	2780	N1-95-88-2 20 yrs
129	2790	Reports	Reports	<p><b>Reports:</b> Includes the Forest Land Use Report (FLUR), which provides information on special-use authorizations used for controls, budgets, and planning</p> <p><u>Note</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	PERMANENT	2790	N1-95-88-2 Destroy when admin use ceases
130	2800	Minerals and Geology	General	<p><b>General:</b> Includes general correspondence and related records pertaining to mineral and geology management overall policy, regulation development, directions, and procedures</p> <p><u>Note</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	PERMANENT	2800	N1-95-88-2 5 yrs to PERMANENT
131	2810	Mining Claims	General	<p><b>General:</b> Includes general correspondence, policy and regulations, directions, and procedures pertaining to locatable minerals, lands open to mineral entry and types of</p>	PERMANENT	2810	N1-95-88-2 5 yrs to

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p>mining claims covered under the 1872 mining laws</p> <p><u>Note 1</u> Washington Office (Minerals) maintains official record</p> <p><u>Note 2</u> File materials pertaining to (P L 87-851) Mining Claims Occupancy Act under 2810-Occupancy Act</p> <p><u>Note 3</u> Close file at end of fiscal year</p> <p><u>Note 4</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>			PERMANENT
132	2810	Mining Claims	Locations	<p><b>Locations:</b> Includes general correspondence and other regarding validity and use (or title and patent applications) Establish case files alphabetically by claimant</p> <p><u>Note 1</u> WO (Minerals) files are to be organized by regions</p> <p><u>Note 2</u> Retention period begins when case file closed.</p> <p><u>Note 3</u> Some files may contain PII, store securely, control access</p> <p><u>Note 4</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements</p> <p><u>Note 5</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	PERMANENT	2810-1	N1-95-88-2 20 yrs
133	2810	Mining Claims	Surface Rights	<p><b>Surface Rights</b> Includes general correspondence and other records regarding the Multiple-Use Mining Act (P L 84-167) Establish case files alphabetically by claimant and by BLM or FS area number</p> <p><u>Note 1</u> Records reside in Minerals section at WO and ROs Regions segregate by State WO Segregate by Region and State</p> <p><u>Note 2</u> RO Minerals transfer records to WO Minerals after study is completed</p> <p><u>Note 3</u> Some files may contain PII, store securely, control access</p> <p><u>Note 4</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements</p> <p><u>Note 5</u> Transfer closed file to NARA when 10 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval.</p>	PERMANENT	2810-2	N1-95-88-2 20 yrs.
134	2810	Mining Claims	Within Power Site Withdrawals	<p><b>Within Power Site Withdrawals:</b> Includes general correspondence, mining claims, and other records related to Mining Claims Rights Restoration Act (P L 84-359)</p> <p><u>Note 1</u> Transfer to FRC when case file is closed.</p> <p><u>Note 2</u> Retention period begins when case file closed</p> <p><u>Note 3</u> Some files may contain PII, store securely, control access</p> <p><u>Note 4</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review</p>	PERMANENT	2810-3	N1-95-88-2 20 yrs

Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				PA SOR USDA/FS-16 for additional access and storage requirements <u>Note 5</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval			
135	2810	Mining Claims	Occupancy Act	<b>Occupancy Act</b> Includes general correspondence and related records pertaining to the Mining Claim Occupancy Act P L 87-851. Establish case files alphabetically by claimant <u>Note 1</u> Records reside in Minerals Section at WO and ROs Regions segregate by State WO segregate by Region and State <u>Note 2</u> RO Minerals transfer records to WO Minerals after study is completed  <u>Note 3</u> Some files may contain PII, store securely, control access <u>Note 4.</u> Pnvacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements. <u>Note 5</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval	PERMANENT	2810-4	N1-95-88-2 20 yrs
136	2820	Mineral Leases, Permits, and Licenses	Other Leaseable Minerals	<b>Other Leaseable Minerals:</b> Includes correspondence, leases, permits, lessee/permittee information, inventones, evaluations, development plans, operating plans, forms, and other records documenting the activities of the specific projects or sites Establish case files alphabetically by name of lessee/permittee, leases or numercally by BLM serial number File related appeal cases under 1570 <u>Note 1</u> WO Minerals official files are organized by Region <u>Note 2</u> Retention penod begins when case file closed <u>Note 3</u> Expenmental (Research) Stations do not maintain 2820 files <u>Note 4</u> Some files may contain PII, store securely, control access <u>Note 5</u> Pnvacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements	Temporary - 50 years	2820-6	N1-95-88-2 3 yrs
137	2830	Mineral Reservations and Rights Outstanding	Mineral Operation Permits, Authonzations , or Notices to Proceed	<b>Mineral Operation Permits, Authorizations, or Notices to Proceed:</b> Includes permits, authorizations, notices to proceed, and similar records filed alphabetically by mineral ownership, permittee, or name of mineral operation being conducted on NFS lands <u>Note 1</u> Retention penod begins when case file closed <u>Note 2</u> Expenmental (Research) Stations do not maintain 2830 files <u>Note 3.</u> Pnvacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA	Temporary 50 years	2830 2830-2	N1-95-88-2 50 yrs

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				SOR USDA/FS-16 for additional access and storage requirements <u>Note 4</u> Transfer closed file (hardcopy only) to the FRC in 5-year blocks			
138	3000	State and Private Forestry	Policy	<b>Policy</b> Includes correspondence and records related to State and Private Forestry policy, Advisory Committee, NASF, authorities, responsibilities, organization, and general or administrative practices. <u>Note 1</u> Close file at end of fiscal year <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval. <u>Note 3</u> File cooperative agreements under 1580	PERMANENT	3000-1	N1-95-88-2 PERMANENT
139	3000	State and Private Forestry	General	<b>General.</b> Includes general correspondence Excludes correspondence relating to policy <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	3000	N1-95-88-2 3 yrs
140	3000	State and Private Forestry	Special Projects	<b>Special Projects</b> Includes action plans and followups, special reports or summaries, and related working papers which address State and Private objectives or responsibilities Establish as case files. File all original speeches under '1650-Press, Radio, Television – Policy Speeches' Retain duplicate copies of speeches in the case file. <u>Note 1</u> Records retention period begins when case file closed <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval	PERMANENT	3000-3	N1-95-88-2 3 yrs
141	3000	State and Private Forestry	National Association of State Foresters (NASF)	<b>National Association of State Foresters (NASF)</b> Includes records relating to NASF and its activities Excludes policy type records, which should be filed under 3000-Policy. <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years	3000-4	N1-95-88-2 3 yrs
142	3110	Smokey Bear Program	Cooperative Agreements	<b>Cooperative Agreements:</b> Includes supplements, revisions, and related correspondence <u>Note 1</u> WO maintains official record, transfer records to WO <u>Note 2</u> Retention period begins when agreement expires or terminated <u>Note 3</u> Transfer closed file to NARA when 10 years old	PERMANENT	3110-1	N1-95-88-2 PERMANENT
143	3110	Smokey Bear Program	Smokey Bear Licenses	<b>Smokey Bear Licenses:</b> Includes inquiries, approved license and/or amendments, copy of bond surety, if required, royalty statements, bills for collection, and correspondence <u>Note 1</u> WO maintains official record, transfer records to WO. <u>Note 2</u> Close file upon termination of license	Temporary 10 years	3110-2	N1-95-95-1 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<u>Note 3</u> Retention period begins upon termination of license			
144	3110	Smokey Bear Program	Audio Visual Productions	<p><b>Audio Visual Productions:</b> Includes 16mm films, video tape and slide set presentations, public service advertising, and other audio and visual productions made in and for the Washington Office or Regions This includes television, radio, newspaper, magazine, outdoor and transit advertising, news releases, brochures, campaign catalogs, educational videos and files, and other products deemed historically significant</p> <p><u>Note 1.</u> WO maintains official record, transfer records to WO</p> <p><u>Note 2</u> Original video production Submit original edited master and duplicate copy to NARA (via WO) five (5) years after withdrawn from distribution Prior to transfer submit SF258 to FS National Records Officer for approval.</p> <p><u>Note 3</u> Copies are non-record material and should be routed between FS units until no longer needed for administrative use, at which point the copies should be destroyed</p> <p><u>Note 4</u> Videos with a planned life of less than one year – destroy within one year of creation</p>	PERMANENT	3110-3	N1-95-90-3 PERMANENT
145	3300	Forestry Incentives	General	<p><b>General:</b> Includes general correspondence between the WO and field units on procedures and policies about forestry incentives File also contains information regarding loans, insurance, and other records that do not fit under the other file designations in this series</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years	3300	N1-95-88-2 5 yrs
146	3310	Cost-sharing Programs	General	<p><b>General:</b> includes general correspondence on procedures, direction, and guidelines related to cost-sharing programs such as the Environmental Quality Incentives Program The period of payment is 10 years</p> <p><u>Note 1:</u> Establish folders by program</p> <p><u>Note 2</u> Close file and apply retention period when no longer needed for administrative use</p>	Temporary 5 years	3310	N1-95-88-2 5 yrs
147	3320	Taxation	Reports and Studies	<p><b>Reports and Studies:</b> Includes reports and studies written on a contractual and non-contractual basis to provide taxation and finance information to potential users for educating private landowners on tax laws and other incentives provided by Congress These reports are unique and done on an as-needed basis The data from the reports and studies are used in a variety of forestry and tax publications This file does not include material for tax booklets that are published annually through the Government Printing Office, covered under 1630 -Forest Service Publications</p> <p><u>Note 1</u> Close file when report or study completed</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer submit</p>	PERMANENT	3320-1	N1-95-88-2 PERMANENT

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				SF258 to FS National Records Officer for approval			
148	3320	Taxation	General	<b>General:</b> Includes general correspondence on forest taxation laws and incentives <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 yrs	3320	N1-95-88-2 5 yrs
149	3350	Conservation Reserve	General	<b>General:</b> Includes general correspondence related to the Forest Service providing technical assistance for tree planting under the Conservation Reserve Program <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	3350	N1-95-88-2 5 yrs
150	3400	Forest Health Protection	General	<b>General:</b> Includes general correspondence and other records related to authorities and responsibilities applicable to Forest Health Management <u>Note 1</u> Close file at end of fiscal year <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval	PERMANENT	3400	N1-95-88-2 5 yrs to PERMANENT
151	3450	Forest Health Protection Administration	Reports	<b>Reports:</b> Includes Forest Health Protection Accomplishment Report <u>Note 1</u> Close file at end of fiscal year <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval	PERMANENT	3450-1	N1-95-88-2 PERMANENT
152	3450	Forest Health Protection Administration	Expenditure Summary Report	<b>Expenditure Summary Report:</b> Textual report which provides a breakdown of financial expenditures for major forest health protection on state and federal lands Arrange in chronological order <u>Note 1</u> WO maintains official record <u>Note 2</u> Close file at end of fiscal year <u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval	PERMANENT	3450-1-1	N1-95-88-2 PERMANENT
153	3450	Forest Health Protection Administration	Collection of Expenditure and Accomplishment Reporting Data (1906-1971)	<b>Collection of Expenditure and Accomplishment Reporting Data (1906-1971).</b> Data collected before the installation of an automated system in 1971 <u>Note</u> Offer collection to NARA when 30 years old	PERMANENT	3450-1-2	N1-95-88-2 PERMANENT
154	3500	Cooperative Watershed	General	<b>General.</b> Includes general correspondence too broad to be filed under a specific heading, policy information generated by U S Natural Resources Conservation Service (NRCS), also general reports to NRCS <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	3500	N1-95-88-2 5 yrs
155	3510	Watershed	Small	<b>Small Watershed Projects.</b> Case files containing applications, correspondence	PERMANENT	3510-2	N1-95-88-2

## Forest Service – Changes in Retention, Minor Changes in Descriptions: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Protection and Flood Prevention	Watershed Projects	planning process, forestry reports prepared on each project, watershed workplan contract documents, project accomplishment reports, Environmental Impact Statements <u>Note 1</u> Folders filed alphabetically by program or project. <u>Note 2</u> Retention period begins when case file closed <u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval			10 yrs
156	3520	River Basin Programs	River Basin Studies	<b>River Basin Studies:</b> Case files containing proposals, plans of work, correspondence, reports, and financial data <u>Note 1.</u> Retention period begins after case file closed <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval	PERMANENT	3520-1	N1-95-88-2 15 yrs
157	3530	Flood Prevention Program	Flood Prevention Projects	<b>Flood Prevention Projects:</b> Case files contain project plans, correspondence, reviews, budgetary information, work plans, and accomplishment reports <u>Note 1</u> Retention period begins after case file closed. <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval.	PERMANENT	3530-1	N1-95-88-2 25 yrs
158	3540	Emergency Watershed Protection	Emergency Projects	<b>Emergency Projects:</b> Case files contain records such as applications, approvals, and completion reports. <u>Note 1</u> Retention period begins after case file closed <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer submit SF258 to FS National Records Officer for approval	PERMANENT	3540-1	N1-95-88-2 25 yrs
159	3560	Interagency Programs	General	<b>General:</b> Includes general correspondence pertaining to States, counties, municipalities, and other local groups involved in watershed programs <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	3560	N1-95-88-2 5 yrs
160	3620	Resource Conservation and Development	General	<b>General:</b> Includes general correspondence related to working with State and local governmental units and sponsors for the purposes of improving the social, economic and environmental conditions of an RC&D area, identifying forestry activities and opportunities which will help sponsors with new and expanded problems to meet the needs of their rural citizens <u>Note 1</u> Close file at end of fiscal year <u>Note 2</u> Transfer closed file to NARA when 10 years old	PERMANENT	3620	N1-95-88-2 PERMANENT
161	3620	Resource Conservation and Development	Projects	<b>Projects:</b> Case files containing applications, plans, and changes in forestry <u>Note</u> Retention period begins when case file closed	PERMANENT	3620-1	N1-95-88-2 10 yrs