

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-10-7	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION NWML, ROOM 2100 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/22/10	
1 FROM (Agency or establishment) USDA/Forest Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Monica McGee	5 TELEPHONE NUMBER (202) 205-0442	DATE 17 April 13	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 3 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 9/20/2010	SIGNATURE OF AGENCY REPRESENTATIVE <i>Monica R McGee</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Note: 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 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		

FSH 6209.11, Chapter 40, 5000, 6000, 7000
New and Updated Retention Schedules

NARA Item	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1	5130	Wildland Fire Suppression	Fire Dispatch Logs	<p>Fire Dispatch Logs Information recorded in logs (both hardcopy and electronic) of fire starts and dispatch of personnel. Hardcopy logs often located in Forest Service Dispatch Centers. Often these documents are unique, one-of-a-kind records and may consist of loose pages stored in a map-sized ledger from which individual pages can be removed.</p> <p><u>Note 1</u> Care should be taken with paper documents showing extreme wear (edge cracking, paper discoloration). If possible, make a copy of the document using standard or map copier. Indicate in writing on document if it is a duplicate/copy of the original. Do not mark on original.</p> <p><u>Note 2</u> Hard copy records created prior to adoption of electronic database system(s) are designated for permanent retention. All hardcopy documentation created after adoption of electronic database system(s) are temporary and can be destroyed once it is verified that the data on the hardcopy has been recorded in the electronic system.</p> <p><u>Note 3</u> Original hardcopy records 15 years old or older should be transferred to the National Archives and Records Administration. Contact National FS Records Officer for assistance. Retain copy on unit for Agency use. Pre-accession is authorized by mutual consent of both NARA and Forest Service.</p>	PERMANENT	Not currently scheduled	Not currently scheduled
2	5450	National Forest System Modification	Land Transfers or Interchange Cases	<p>Land Transfers or Interchange Cases Includes documentation on land transfer or Interchange matters associated with a specific case file.</p> <p><u>Note 1</u> Retention period begins when case closed.</p> <p><u>Note 2</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures.</p> <p><u>Note 3</u> Transfer closed cases to NARA when 15 years old. Prior to transfer, submit SF258 to FS National Records Officer for approval. Pre-accession is authorized by mutual consent of both NARA and Forest Service.</p>	PERMANENT	5450	N1-95-88-2 5 years
3	6230	Records Creation, Maintenance, and Disposition	Records of High-Level Officials	<p>Records of High-Level Officials Including, but not limited to, calendars, appointment books, schedules, logs, diaries, and other records which document meetings, appointments, telephone calls, trips, and other activities that are not recorded in correspondence, reports, or other official records.</p> <p><u>Note 1</u> High-level officials include Chief, Associate Chief, Deputy Chiefs, Regional Foresters, Station Directors, Forest Product Lab Director, and International Institute of Tropical Forestry Director.</p> <p><u>Note 2</u> Includes employee(s) assigned as acting when position is vacant, who serve until position is filled. Does not include temporary actings for encumbered positions.</p> <p><u>Note 3</u> Consult with Records Officer or Unit Records Manager to determine whether</p>	PERMANENT	FSH 6209 11, Chapter 40, Section 44 1 GRS 23-2a	FSH 6209 11, Chapter 40, Section 44 1 GRS 23-2a

11/20/2012

FSH 6209.11, Chapter 40, 5000, 6000, 7000
New and Updated Retention Schedules

NARA Item	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p>official record is to be maintained electronically or hardcopy</p> <p><u>Note 4</u> High-level officials are routinely named in litigation and litigation hold memos Retain all electronic data described above until both the CIO and Records officials authorize destruction</p> <p><u>Note 5</u> Organize by FY Cut off annually</p> <p><u>Note 6</u> When records are 15-years old, submit directly to National Archives and Records Administration through FS Records Officer Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 7</u> If NARA rejects submission, destroy records</p> <p><u>Note 8</u> May contain Personally Identifiable Information maintain in secure location, authorized access only</p>			
4	6730	Accident Reporting and Investigation	Historically Significant Accident Investigations	<p>Historically Significant Accident Investigations Records include case records, investigator's notes, accident brief, analysis, appendix material, description of the investigation, and related correspondence associated with investigations of Forest Service accidents deemed historically significant to the Agency or the Federal government</p> <p><u>Note 1</u> Retention period begins after case file closed</p> <p><u>Note 2</u> Retain on site, transfer to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 3</u> Files may contain PII, store in secure area, control access</p>	PERMANENT	6370-1	N1-95-88-2 3-5 yrs
5	7140	Geospatial	Geographic Information System (GIS) Coordination	<p>Geographic Information System (GIS) Coordination Includes correspondence relating to efforts of coordination, both internal and external, to optimize benefits from and meet simultaneously, needs that are specific to geographic information systems</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Heading Geometronics has been changed to Geospatial</p>	Temporary 6 years (FY)	New, not previously scheduled	New, not previously scheduled
6	7140	Geospatial	Geographic Information System (GIS) Projects	<p>Geographic Information System (GIS) Projects Records include documentation of data standards development, data analysis support, field data collection methods and standards</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 6 years	New, not previously scheduled	New, not previously scheduled
7	7140	Geospatial	Other Cartographic Products	<p>Other Cartographic Products Special map products created by Washington Office, Regional Office, Research Stations, Areas, and field units Records include hardcopy maps, working papers, and documents</p>	PERMANENT	New, not previously scheduled	New, not previously scheduled

FSH 6209.11, Chapter 40, 5000, 6000, 7000
New and Updated Retention Schedules

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> Geographic Information System (GIS) data scheduled separately</p> <p><u>Note 2</u> Transfer to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 3</u> Heading Geometronics has been changed to Geospatial</p>			
8	7150	Surveying	Surveys	<p>Surveys Project folders by Forest, file by type of survey (i.e., Forest Service, BLM, private, and other) Records include original survey records, reports, and plats, as well as maps, source documents for maps and survey markers, and historical notes about the condition of the land at the time of the survey</p> <p><u>Note 1</u> Retention period begins when records no longer needed for administrative or legal use</p> <p><u>Note 2</u> Regions should work with each State to determine the legal status of digital electronic survey records Where digital electronic survey records are acceptable as legal evidence and/or original data are on file with a State or local Government unit, the records should be maintained in accordance with the appropriate local, state and federal provisions governing official survey records The official agency record copy must be maintained in medium specified by FSH 6209 11, Chapter 40</p> <p><u>Note 3</u> A copy of the survey report may be retained under this 7150 – Surveying - Reports</p> <p><u>Note 4</u> Transfer to NARA 15 years after records no longer needed for administrative or legal use Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p>	PERMANENT	7150-1	N1-95-88-2 5 yrs or when no longer needed for administrative use
9	7160	Signs and Posters	Sign and Poster Guidelines	<p>Sign and Poster Guidelines Includes one copy of each version of the Sign and Poster Guidelines for the Forest Service (EM 7100-15), which contains additional requirements for signs and traffic control devices used on National Forest System lands</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years (FY)	New, not previously scheduled	New, not previously scheduled