

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-10-8	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION NWML, ROOM 2100 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/28/10</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>10 Oct 2010</i>	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 _____ 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 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	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 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	5330	Law Violations	Closure Orders	Closure Orders Includes originals of closures/restrictions on roads, trails, and areas on Forest Service lands <u>Note</u> Retention period begins when closure order rescinded	Temporary 10 years	Not previously scheduled	Not previously scheduled
2	5410	Appraisals (Land)	Appraisal - Case Files	Appraisal - Case Files Case specific documentation of appraisals or valuation-related consultation. Files may include request for valuation services, appraiser instructions, report, review report (if any), and other supporting documentation <u>Note 1</u> PII - Keep files in secure environment. Paper files should be kept in locked drawers. Restrict access to both paper and electronic files <u>Note 2</u> Establish case files as needed <u>Note 3</u> Retain on site, do not forward to FRC or NARA <u>Note 4</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures <u>Note 5</u> Appraisal case files are to be maintained by the Regional Appraiser <u>Note 6</u> Retention period begins at closure of case	Temporary 5 yrs	New, not previously scheduled	New, not previously scheduled
3	5520	Encumbrances	Encumbrances	Encumbrances Administration of property interests held by others (encumbrances) NFS lands that were granted and administered by prior owners or other agencies under several repealed authorities or other existing authorities that vested administration under another agency <u>Note 1</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures <u>Note 2</u> Retention period begins upon termination (if any) of encumbrance <u>Note 3</u> Title documents related to disposal or acquisition should become part of the permanent title case file (5590)	Temporary 5 years	5520	Unscheduled
4	5530	Partial Interest	Partial Interest	Partial Interest Records include documentation regarding Forest Service partial interests, including title and other realty information. Partial interests include situations where the Forest Service does not have all rights to the land. Example would be situation where the Agency may have surface rights but no subsurface (minerals) rights <u>Note 1</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures <u>Note 2</u> Close file when Agency interest ends and apply retention period	Temporary 25 years	5530	Unscheduled
5	5540	Use Restrictions	Use Restriction	Use Restriction Records include documentation regarding Forest Service use restrictions associated with title and other realty records <u>Note</u> If paper records maintained, both hardcopy originals and hardcopy official file	Temporary 25 years	5540	Unscheduled

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				copies should have original signatures <u>Note</u> Close file when use restriction and apply retention period			
6	5550	Native American Claims	Native American Claims	Native American Claims Records include documentation regarding Native American claims, including certain treaty rights and aboriginal titles, associated with title and other realty records <u>Note 1</u> Retention period begins when case closed <u>Note 2</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures <u>Note 3</u> Accounts and supporting documents pertaining to American Indians are not authorized for disposal Such records must be retained indefinitely since they may be needed in litigation involving the Federal Government's role as trustee of property held by the Federal Government and managed for the benefit of American Indians <u>Note 4</u> Transfer closed records 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	PERMANENT	5550	Unscheduled
7	6230	Records Creation, Maintenance, and Disposition	Legal Hold Cases	Legal Hold Cases Records include, but are not limited to, tracking logs and documentation, litigation hold memorandums and notifications, and other related documentation associated with litigation hold cases <u>Note 1</u> Retention period begins when litigation/legal hold lifted <u>Note 2</u> May contain Personally Identifiable Information maintain in secure location, authorized access only <u>Note 3</u> File litigation hold records not associated with a specific case under "6230 - Records Creation, Maintenance, and Disposition - General"	Temporary 7 years	New, not previously scheduled	New, not previously scheduled
8	6430	Fleet Equipment Management	General	General Includes correspondence and miscellaneous records associated with acquisition of fleet equipment <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	Not previously used	Not previously used
9	6450	Management Accountability and Survey Boards	Findings of Financial Liability - Appeals	Findings of Financial Liability - Appeals Appeals of findings of pecuniary/fiscal liability <u>Note</u> Apply retention period when case closed	Temporary 6 years, 3 months	New, not previously scheduled	New, not previously scheduled
10	6450	Management Accountability and Survey Boards	Fiscal Liability Recommendations - Lists	Fiscal Liability Recommendations - Lists Chronological logs of survey board report findings and associated disposition <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 6 years, 3 months	New, not previously scheduled	New, not previously scheduled

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11	6450	Management Accountability and Survey Boards	General	General Records of a general nature regarding survey officers and survey boards, including policy, not covered elsewhere in this scheduled <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 6 years, 3 months	New, not previously scheduled	New, not previously scheduled
12	6450	Management Accountability and Survey Boards	Survey Boards or Officers - Assignments	Survey Boards or Officers - Assignments Documentation of assignments and criteria for assignment to boards of survey or as survey officer for operational purposes established by agency authority (not established by Public Law or Executive Order) for facilitative or operational purposes, related to the agency's mission, composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with reviewing policy, studying reorganizations, recommending new actions or developing multi-year plans. Records include any files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of official boards and committees <u>Note 1</u> As per GRS 26-1b, this item is scheduled via SF-115 submitted to the National Archives and Records Administration. It has been determined that no records of permanent value are associated with this item <u>Note 2</u> See file code 1350 <u>Note 3</u> Close file when administrative use ends and apply retention period	Temporary 6 years, 3 months	New, not previously scheduled	New, not previously scheduled
13	6450	Management Accountability and Survey Boards	Survey Boards or Officers - Findings	Survey Boards or Officers - Findings Includes records of determinations, findings, and recommendations for fiscal liability <u>Note</u> Apply retention period when case closed	Temporary 6 years, 3 months	New, not previously scheduled	New, not previously scheduled
14	6460	Waste Prevention, Recycling, and Acquisition	General	General Records regarding efforts to increase waste prevention, recycling and the acquisition of recycled content and environmentally preferable products and services in support of Forest Service programs and practices <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	6460	Unscheduled
15	6460	Waste Prevention, Recycling, and Acquisition	Green Purchasing Information	Green Purchasing Information Lists of Green Purchasing Options, including bio, GSA Advantage, and EPA listed options <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	New, not previously scheduled	New, not previously scheduled
16	6460	Waste Prevention, Recycling, and Acquisition	Pollution Prevention (P2) Activities	Pollution Prevention (P2) Activities Records include documentation regarding local and national pollution prevention campaigns, including hazardous material reduction <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 5 years	New, not previously scheduled	New, not previously scheduled

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17	6460	Waste Prevention, Recycling, and Acquisition	Recycling Campaigns	Recycling Campaigns Records include documentation of local and national recycling campaign efforts <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 5 years	New, not previously scheduled	New, not previously scheduled
18	6460	Waste Prevention, Recycling, and Acquisition	Recycling Reports	Recycling Reports Records include reports from units that are consolidated and provided to the WO, USDA, GSA, and OMB <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	New, not previously scheduled	New, not previously scheduled
19	6460	Waste Prevention, Recycling, and Acquisition	Reduce, Reuse, Recycle – 3Rs Activities	Reduce, Reuse, Recycle – 3Rs Activities Records document local and national "3R" activities and campaigns <u>Note</u> Close file when administrative use ceases and apply retention period	Temporary 5 years	New, not previously scheduled	New, not previously scheduled
20	6480	Asset Management Inspection	General	General Correspondence and records regarding internal control and inspection assistance for asset management functions <u>Note</u> A-76, competitive sourcing and outsourcing falls under 1310 – Methods of Doing Business – Performance of Commercial Activities	Temporary 5 years	New, not previously used	New, not previously used
21	6620	Computer Software Management	Application Migration Determinations	Application Migration Determinations Includes correspondence relating to determination of system categorization, type of application and subsequent security actions for all applications migrated from local servers to FS data centers <u>Note</u> Close file when administrative use ends and apply retention period	Temporary 5 years	New, not previously used	New, not previously used
22	6640	Telecommunications	Data Communications	Data Communications Includes general correspondence related to the administration of local, metropolitan, and wide-area networks <u>Note</u> Close file at end of fiscal year or use of network discontinued (as applicable) and apply retention period	Temporary 3 years	6640-4	Unscheduled
23	6640	Telecommunications	Technical Approvals – Data Communications	Technical Approvals – Data Communications Includes a description of the LAN according to Department regulation 3300-1 <u>Note</u> Retention period begins when revised, canceled or terminated	Temporary 3 years	6640-4-1	Unscheduled
24	6700	Safety and Occupational Health	Safety Reporting and Accomplishments	Safety Reporting and Accomplishments Includes records and correspondence regarding safety reporting and accomplishments <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	New, not previously used	New, not previously used
25	6710	Safety and Health Program Administration	Violence in the Workplace Prevention	Violence in the Workplace Prevention Records and correspondence associated with prevention of violence in the workplace <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years	New, not previously used	New, not previously used
26	6760	Employee Health and Work/Life Programs	General	General Records pertain to child care and elder/adult dependent care <u>Note 1</u> Files may contain PII, store in secure area, control access	Temporary 5 years	New, not previously scheduled	New, not previously scheduled

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				<p><u>Note 2</u> 6760 - Blasting and Explosives has been discontinued, previously filed under 6760, with 3-5 year retention period. Maintain all Blasting and Explosives safety records under 6700</p> <p><u>Note 3</u> File telework records under 6160</p> <p><u>Note 4</u> Close file at end of fiscal year and apply retention period</p>			
27	6800	Information Management	General	<p>General Correspondence and general records associated with information management not covered elsewhere in this schedule, including but not limited to correspondence, planning documents, inventory and performance data, designs, diagrams, and other business system artifacts</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 3 years	New, not previously scheduled	New, not previously scheduled
28	7710	Travel Planning	Intermodal Transportation Planning	<p>Intermodal Transportation Planning Records pertaining to planning for air, water, and other alternative transportation systems</p> <p><u>Note 1</u> , Subheading changed, formerly Transportation Project Development Planning</p> <p><u>Note 2</u> Apply retention period when no longer needed for administrative use</p>	Temporary 10 years	7710-4	New, not previously scheduled
29	7720	Development	General Road Preconstruction	<p>General Road Preconstruction Records, including correspondence, not found elsewhere in this schedule, pertaining to road preconstruction</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	New, not previously scheduled	New, not previously scheduled
30	7730	Road System Operations and Maintenance	Crash Records	<p>Crash Records Includes records pertaining to crashes, including investigations and reports</p> <p><u>Note 1</u> Supervisor's Office maintains official record, do not send to FRC</p> <p><u>Note 2</u> All accidents are to be recorded in the Safety and Health Information Portal System (SHIPS), accessed via Dashboard</p> <p><u>Note 3</u> The SHIPS database system/application repository scheduled separately</p> <p><u>Note 4</u> Apply retention period when case closed or at end of fiscal year, as applicable</p>	Temporary 20 years	New, not previously scheduled	New, not previously scheduled
31	7730	Road System Operations and Maintenance	Maintenance Records	<p>Maintenance Records Includes condition inspection reports</p> <p><u>Note</u> Close file and apply retention period when records no longer needed for administrative or legal purposes</p>	Temporary 20 years	New, not previously scheduled	New, not previously scheduled
32	7740	Federal Lands Highway Program	General	<p>General Records, including correspondence, not covered elsewhere in this schedule, related to the Federal Lands Highway program</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years	7740	Unscheduled