

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB # **NI-95-87-2**

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

DATE RECEIVED **10/27/86**

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
US Department of Agriculture

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
Forest Service

4. NAME OF PERSON WITH WHOM TO CONFER
Public Affairs Office/Deputy for Administration Staffs

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Norina G. Mosby

235-2539

3-3-87

Frank A. Burke

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <u>10/23/86</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary H. Davis</i>	D. TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>The Chief and Staff Notes is a document prepared daily by the Public Affairs Office Staff. It records the daily information-sharing meeting held each morning by the Chief of the Forest Service and primary Washington Office Staff. The meeting addresses polices, activities, and issues that are conducted by and affecting the Agency. The Chief and Staff Notes are created and distributed electronically to FS field units and available for review by Washington Office personnel.</p> <p>The Standard Sessions records are agendas documenting the issues that the Chief and Staff make decisions on. These sessions are held every 2-3 weeks by the Chief and primary Washington Office Staff. The agenda consist of the subject, decision needed and the decision made. They are circulated to the Staffs for information purposes. The decision is carried out by the Staff in the appropriate Deputy area.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Robert Williams</i> <u>2/20/87</u> <i>Mary H. Davis</i> <u>2-20-87</u> NARA appraiser date Agency representative date</p>		

- 1 **1690-4 Chief and Staff Notes** (Contains information from daily meetings held by the Chief and primary Washington Office Staff on Agency policies, activities, and issues.)

Washington Office: Public Affairs Office Staff: For records maintained electronically, print a paper copy of the Notes and place in the official files. Destroy records when 2 years old.

All Other Offices: Destroy when reference value ceases.

- 2 **1690-5 Standard Sessions** (Agendas containing subject of policy, organization, training and other areas affecting the agency; including the issue, decision made, and background documents.)

Washington Office: Deputy for Administration: Destroy records when 2 years old.

All Other Offices: Destroy when reference value ceases.