

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-95-90-3

DATE RECEIVED

7-10-90

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

US Department of Agriculture

2. MAJOR SUBDIVISION

Forest Service

3. MINOR SUBDIVISION

Fire and Aviation Management Staff

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TELEPHONE EXT.

235-2539

DATE

6/21/91

ARCHIVIST OF THE UNITED STATES



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 1 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

6/25/90

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION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)

Smokey Bear records are generally scheduled under the 3100 series. This schedule seeks permanent retention for audio-visual productions.

3110-3 Audio visual Productions (Includes 16mm films, video productions, slide set presentations, and other audio visual productions made in the Washington Office or the Regions. This would include television news releases, information reports, educational films, and other productions deemed historically significant.)

Washington Office: Permanent Original video production: ~~Submit~~ ^{Transfer} the original edited master and a duplicate copy to NARA along with finding aids (such as a listing) 7 years after its withdrawn from production.

All Other Offices: ~~Copies~~: Offer to other Forest Service units when no longer need for administrative use. If offer is not accepted, destroy. (Non-record)

Copies sent to agency, NN-W, NNS, NNT 6/25/91