

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U. S. Department of Agriculture

2. MAJOR SUBDIVISION

U. S. Forest Service

3. MINOR SUBDIVISION

Human Resources Program

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TELEPHONE

703-235-2539

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-95-92-1

DATE RECEIVED

2-27-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

2/23/92

ARCHIVIST OF THE UNITED STATES

Claudia Stecker

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 4 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

2/24/92

SIGNATURE OF AGENCY REPRESENTATIVE

Norina G. Mosby

TITLE

Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

The Volunteers Program is authorized by the Volunteers in the National Forest Act of 1972, as amended, 16 U.S.C. 558a - 558d. The objectives of the program are to recruit, train and use the services of volunteers to complement regular Forest Service staff. Concurrently, volunteers are provided a rewarding and challenging experience while improving the level and quality of services to the public.

Volunteer records are generally scheduled under N1-95-88-2. Item 1, 1830 Volunteers, adds a contingent disposition to the already approved 3 years to allow more flexibility in the management of the records. This file designation contains records of a correspondence-type dealing with the overall administration of the program.

Item 2, 1830-1 Plans is a new file designation that covers records that are generated as a result of providing orientation, supervision, training, safety and similar activities for the volunteer.

Copy sent to agency 7/2/92

1830 Volunteers In The National Forests Program (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 FS polices, plans, and decisions; documentation of current issues that may lead to national policy.) Establish subject folders or casefiles, as needed.

All Offices: Destroy records when 3 years old or no longer needed for administrative use, ~~whichever is later~~.

1830-1 Plans (Includes records related to recruitment, safety, supervision, orientation and training for the management of the Volunteers program.) Establish subject folders or casefiles, as needed.

All Offices: Destroy 3 years after plan is revised or after final action.