

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*7 Feb 82*

LEAVE BLANK	
JOB NO	
<i>NCI-95-82-2</i>	
DATE RECEIVED	
<i>February 4, 1982</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-28-82</i> Date	<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) <i>US Department of Agriculture</i>	
2. MAJOR SUBDIVISION <i>Forest Service</i>	
3. MINOR SUBDIVISION <i>Administration (Human Resource Programs)</i>	
4. NAME OF PERSON WITH WHOM TO CONFER <i>Norina G. Mosby</i>	5. TEL EXT <i>447-6101</i>

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <i>Group Leader, Records Management</i>
---------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This retention and disposal schedule covers 1870 Series of records relative to Forest Service participation in the Young Adult Conservation Corps Program (YACC). The objective of the program is to provide up to one year of labor-intensive employment for youth 16-23 working in conservation-type projects.</p> <p>The YACC program is administered jointly by the Departments of Labor, Interior, and Agriculture (Forest Service). The Departments of Agriculture and Interior are responsible for the administration of their own programs within the policies and procedures described in the Intradepartmental Young Adult Conservation Corps Memorandum of Understanding. Additionally, both agencies have allocation responsibility for the conduct of State Grant YACC programs administered by States.</p> <p>At the National level, the program is assigned to the Deputy Chief for Administration. Staff responsibilities are assigned to the Director of Human Resource Programs who administers and coordinates the Forest Service programs. Each Regional Forester, Station Director and Area Director is responsible for the YACC program within their respective unit. The Forest Supervisors through District Rangers are responsible for the management and operation of projects located on Forest Lands.</p>		

115-107

*to agency, 6/29/82 by RTB*  
*to all FRC's except 6 NCPs 3FN-M - 6/30/82*  
*to NNB, NNF - 6/30/82*  
*Closed Out: 6-30-82. K.T.D.*  
*Mass Data Change Sheet Not Required*

*17 items*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 - 5

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Enrollee pay records are maintained at the Bureau of Reclamation Administrative Service Center (BRASC) in Salt Lake City, Utah where youth payroll is processed and statistical data is accumulated. Print-outs of enrollee pay are distributed to the Washington Office, Regional and Forest Supervisor's Offices.</p> <p>The President's budget for Fiscal Year 1982, under P.L. 96-536, does not include a request for budget authority for YACC. The programs is currently being phased-out and will terminate by the end of FY 82.</p> <p>YACC is maintained under the 1800 section, Human Resource Programs, of the FSH 6209.11. Retention schedules for chapters 1840 (Youth Conservation Corps) and 1850 (Job Corps) were approved March 3, 1978 under Job Number NC11-95-78-5.</p>		
1	<p>1870 Young Adult Conservation Corps (Includes general correspondence and/or subject files including memoranda, studies, reports and other records related to the YACC program).</p> <p><u>All Offices:</u> Destroy when 3 year old.</p>		
2	<p>1870-1 Work Plans (Files consist of Project Work Plans (FS 1900-4Form), correspondence and related records. Note: The project work plan provides an account of enrollee hours, contributed costs, and YACC cost which go into a project. This information is needed at the end of the fiscal year for preparing YACC work project reports covered under file designation 1870-8.</p> <p>a. <u>Forest Supervisor Offices:</u> Destroy 3 years after plan is revised or no longer needed for administrative use.</p> <p>b. <u>All Other Offices:</u> Not applicable</p>		
3	<p>1870-2 Safety Plans (Includes correspondence and records related to safety. Records referring to serious incidents, deaths, OWCP and Tort claims should be filed under 6180 designation).</p> <p><u>All Offices:</u> Destroy when 3 years old.</p>	GRS 1-3a	
4	<p>1870-3 Staff-Enrollee Living (Correspondence, roster, and other records related to youth accountability in residential programs).</p>		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

3 - 5

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5	<p><u>All Offices:</u> Destroy upon close-out of the program.</p> <p>1870-4 Youth Recruitment and Selection (Files consists of general correspondence with the Employment Service and general public, inquiries from youth and request for information on the program).</p>	GRS 14-3	
6	<p><u>All Offices:</u> Destroy 3 months after the transmittal or reply.</p> <p>1870-5 Enrollee Pay (Files consist of general correspondence concerning enrollee pay).</p>	GRS 2-2	
7	<p><u>All Offices:</u> Destroy when 2 years old.</p> <p>1870-5-1 Enrollee Pay Records (Includes Bureau of Reclamation Administrative Services Center (BRASC) pay printouts, BR Forms UC-507's (<b>Employment</b> Notification) and related records). Records maintained by imprest fund cashiers for advance payments will be filed under 6540-6 file designation.</p> <p>(NOTE): The Bureau of Reclamation Administrative Service Center (BRASC) processes the payroll for YACC youth and accumulates statistical data for the Forest Service and the Department of the Interior's YACC programs. BRASC is an Interior installation which the Forest Service has contracted with for payroll services.</p> <p>Interior has agreed to have BRASC retain enrollee pay records along with Interior enrollee pay records for 56 years. Forest Service copies of enrollee pay records are for administrative use only and may be destroyed upon closure of the program. BRASC will also make computer tapes available for future reference.</p> <p><u>All Offices:</u> Destroy copies of BRASC payroll printouts upon closure of the program. The original enrollee pay record will be retained by BRASC. BRASC will transfer records to the National Personnel Record Center (NPRC) St. Louis, Missouri and destroy 56 years after the date of the last entry on the enrollee's record.</p>	GRS 2-1	
8	<p>1870-6 Enrollee Records (Personnel Records of Separated Employees.) File consist of YACC-2 forms, medical history form, evaluation of enrollee's performance, accident and injury forms and related records.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
4 - 5

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(NOTE): Enrollee records are considered personnel records for the purposed of Tort Claims, OWCP and proof of enrollment in a federal program.</p> <p><del>WO &amp; SO: Transfer records to National Personnel Records Center (NPRC), St. Louis, Missouri 30 days after seperation. NPRC will destroy 75 years after the birthdate of the employee or 60 years after the date of the earliest document in the folder if the birthdate cannot be ascertained, provided the employee has been seperated for at least 5 years.</del></p> <p><del>All Other Offices: Not Applicable</del></p>		<p><i>Withdrawn, 6/15/82 RB NM</i></p>
9	<p>1870-7 Program Materials (Correspondence relative to the YACC program materials). Records pertaining to procurement of materials will be filed under the appropriate section of 6300.</p> <p>All Offices: Destroy when 2 year old or upon close-out of the program, whichever is earlier.</p>	GRS 3-4c	
10	<p>1870-8 Reports (Includes annual reports submitted to the President and Congress outlining the accomplishments of the YACC program for the previous years, and other related records such as study reports, narrative reports prepared by field units).</p> <p>(NOTE): These reports contain data on demographic characteristics of Youth, work accomplishment for the fiscal year, significant projects conducted and accomplishments of the Young Adult Conservation Corps .</p> <p>a. <u>Washington Office: Permanent</u> - Offer to the National Archives and Records Service when 20 years old. Annual accumulation: 1/4 cu. feet.</p> <p>b. <u>All other Offices: Destroy when 5 year old.</u></p>		
11	<p>1870-9 State Grant Program (These files include general correspondence, reports and records related to the administration of the program.</p> <p>All Offices: Destroy when 2 years old.</p>	GRS 3-17b	
12	<p>1870-9-1 State Grant Case files (These files consist of form SF 424 application, Letter of Credit, Governor's Designated Representative and other records related to the State Grant Program. Case files are arranged alphabetically by State). File project reports under 1410 file designation.</p>		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
5 - 5

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(NOTE): The original State Grant Case files are retained by the Bureau of Reclamation Administrative Service Center (BRASC) in Salt Lake City, Utah. BRASC is a Department of Interior installation. Interior has agreed to have BRASC retain Forest Service State Grant case files for 7 years for audit purposed under Interior's Comprehensive Disposal Schedule, Grants, Record Group 48 OSHB #7, E5.</p> <p><u>All Offices:</u> Duplicate copies of the State grant case files are to be destroyed when 2 years old or upon closure of the program whichever is earlier. The original State grant application will be retained by BRASC and destroyed 7 years after the date of the termination of the program or when audit is completed which ever is first.</p>		
13	<p>1870-10 Enrollee Targets (Correspondence and records related to enrollee targets).</p> <p><u>All Offices:</u> Destroy when 2 years old or upon closure of the program, whichever is earlier.</p>		
14	<p>1870-11 On Board Strength Report (Correspondence and related records).</p> <p><u>All Offices:</u> Destroy when 2 years old or upon close out of the program, whichever is earlier.</p>		
15	<p>1870-12 Interagency Agreements (These files contain inter-agency agreements, YACC supplements, and revisions to agreements and related.</p> <p>a. <u>Washington Office:</u> <u>Permanent:</u> Offer to NARS when 20 years old. Annual accumulation: 1/2 cu. feet.</p> <p>b. <u>All other Offices:</u> Destroy 3 years after agreement expires or terminates.</p>		