

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

2 copies of 114

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department Of Agriculture

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Norina G. Mosby

5. TEL EXT
382-9897

LEAVE BLANK

JOB NO

NCI-95-82-12

DATE RECEIVED *July 26, 1982*
February 26, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-9-83
Date *Peter M. Shaw*
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 4 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 7/16/82	D. SIGNATURE OF AGENCY REPRESENTATIVE Hoyt L. Abney <i>Hoyt L. Abney</i>	E. TITLE Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	1930 Program Development and Program Budgeting (Correspondence and general material not covered by a specific secondary subject; relating to preparation of short-term program proposals, development of budgets, and direction for the national, Region, Area, Station, and local levels. Excludes items in 6520, (including allocations.) <i>Arranged chronologically. 2 1/2 yrs.</i> A. WO-PERMANENT. Offer to NARS in 5-yr. blocks when 20 yrs. old. All Offices: Destroy when 2 years old. B. All other offices: <i>7</i>		<i>RTB NM 5/31/83</i>
2	1930-1 Program Planning (Correspondence and reports documenting the development, operation, and maintenance of a program development and budgeting process and procedures that encompasses all program areas and organizational levels. Excludes instruction packages and annual budget proposals, which should be filed in 1930-1-1 and 1930-1-2 which follow.) All Offices: Destroy when 2 years old.		
3	1930-1-1 Program Budget Development Instructions (Includes correspondence transmitting and/or revising the final instructions, and record copy of package.) All Offices: Destroy when 5 years old.		<i>Ko'tterus</i>

115-107

*Copy to agency, by RTB, 6/13/83
copy to (NWB), NNF, + all FRC's except 6 KP - 6/14/83
sent out 6-27-83 by DMW.
MDC sheet attached to FRC copies*

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

2 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
4	<p>1930-1-2 WO Alternative Budget Proposals (Includes the initial budget presentation with alternatives, and subsequently required alternatives in written form, and related computer generated reports.)</p> <p>a. All Offices: Destroy when 5 years old.</p>		
5	<p>1930-2 Budget Presentation (Correspondence directly related to the budget estimates and presentation of the Forest Service budget. Excludes WO material which can be subdivided as shown below.)</p> <p>All Offices: Destroy when 2 years old.</p>		
6	<p>1930-2-1 Department Presentation (Includes budget material requested by the Department for formal submission; backup material; spread sheets, executive summary; analysis papers; questions and answers generated after formal submission.)</p> <p>a. Washington Office: Destroy when 3 years old.</p> <p>All Other Offices: Not applicable.</p>		
7	<p>1930-2-2 OMB Presentation (Includes material used in Department's formal presentation (marked-up 5's); back-up material; spread sheets; executive summary; analysis papers; questions and answers generated after formal submission; and the Budget Appendix material.)</p> <p>a. Washington Office: Destroy when 3 years old.</p> <p>All Other Offices: Not applicable.</p>		
8	<p>1930-2-3 Congressional Presentation (Includes Hearing preparation materials; capability statements; questions and answers and inserts for the record and miscellaneous requests from the Subcommittees, Committees and/or Congressional members and their staffs.)</p> <p>a. Washington Office: Destroy when 3 years old.</p> <p>All Other Offices: Not applicable.</p>		
9	<p>1930-2-4 Project Files (Includes all files not directly associated with the Department, OMB or Congressional Presentation (outlay report, inflation,</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3 4
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	receipts, etc.) a. Washington Office: Destroy when 3 years old. All Other Offices: Not applicable.		
10	1930-2-5 Agency and Department Estimates (Notebook prepared after "fine-tuning" of final submission. Include copy of cover letter and formal submission material (5's). a. Washington Office: Destroy when 3 years old. All Other Offices: Not applicable.		
11	1930-2-6 Explanatory Notes (Final publication) a. Washington Office: Destroy when 10 years old. b. All Other Offices: Destroy when 1 year old.		
12	1930-2-7 Historical Summaries (Includes "bed sheets", reports on obligations by object class, personnel summaries, information digests, etc.) a. Washington Office: Destroy ^{in agency} when administrative need ceases. All Other Offices: Not applicable.		
13	1930-3 Program Planning and Allocation DATA BASE Files (Machine-readable records containing information on program budget proposals and allocations. This system (ADVENT) is designed to facilitate the development, presentation and justification of annual agency budget. The data contains information on costs, resource activities and outputs for the current year, budget year, and program proposal year. Information is organized around a project concept where resources (land, labor, and capital) are needed to produce outputs. Geographical coverage is identified by, and data is provided by, major field organization units.) a. Washington Office: Destroy when 10 years old. b. All Other Offices: Destroy when 5 years old, or when administrative need ceases, whichever is later.		<i>withdrawn</i> <i>RTB</i> <i>AM</i> <i>5/31/83</i> <i>(This item will be scheduled in NCI-95-81-10)</i>

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

4 4

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14	<p>1940 Annual Work Planning (Includes correspondence and planning documents pertaining to the annual work planning process that serves to implement land and resource management and program decisions made in the land and resource management and budget allocation process.)</p> <p>a. Washington, Regional Area and Experiment Stations: Destroy when 5 years old.</p> <p>b. All others: Destroy when 3 years old.</p>		<p><i>withdrawn</i></p> <p><i>RTB</i></p> <p><i>NM</i></p> <p><i>5/31/83</i></p> <p><i>(This item is part of NCI-95-81-10)</i></p>