

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-95-83-7

DATE RECEIVED

3-22-83

NOTIFICATION TO AGENCY

4. and be a... the process... 44 U.S.C. 3334 the disposal re-quest... the terms of the... the... withdrawn... 1

2-27-87
Date

James S. Banks
Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT):
US Department of Agriculture

2 MAJOR SUBDIVISION
Forest Service

3 MINOR SUBDIVISION
Fiscal and Accounting Management

4 NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5 TEL EXT

382-9897

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 <i>3-18-83</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary P. Davis</i> Mary P. Davis	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
	These records were generally approved under NN-166-36 (March 14, 1966). They were unscheduled by the National Archives because they were either misscheduled or had no authority for the retention period cited.		
1	6500-2 Irregularities (Includes records pertaining to fiscal irregularities such as misuse of government property or funds. Case file contains investigation report, correspondence and determination.) <u>All Offices:</u> Destroy records 10 years after case is close.	NN-166-136 #477	
2	6500-3 Membership Certificates (Includes Rural Electric Association Membership certificates. These certificates are issued by rural electric companies similar to stock certificate. The certificate is retained until the company is dissolved or bought out upon which the certificate is cancelled. Forest Supervisor level only maintains these records.) a. <u>Forest Supervisor's Office:</u> Retain in office. Destroy when superseded or cancelled. b. <u>All other Offices:</u> Not Applicable	#478	

17 items

115-107 All changes to this proposed schedule have been approved by:

Richard Williams
NARA Appraiser

4/25/86
date

Theresa Bradley
Agency Representative

4/25/86
date

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

3/4/87 FS - NNF - NNA

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
3	6520 Financial Management (Includes general correspondence and records related to allotment of funds and control of obligations of funds within limitations established by executive and legislative requirements.) <u>All Offices:</u> Destroy records when 2 years old.	#486 GRS 7-1	
4	6520-1 Financial Plan (Includes budget estimates, work plans, summaries of financial information, reports summarizing budget information and other records outlining plans for disbursing appropriation.) <i>6 years 3 months</i> <u>All Offices:</u> Destroy 10 <i>6 years 3 months</i> years after the close of the fiscal year involved.	#490 GRS 7-3	
5	6520-2 Manpower Allocation (Only records relating to how ceiling allocations are used. File other material such as transfer-of-station under 6120 and other fiscal related functions under 6130. See Ch. 300 of FPM.) <i>6 years 3 months</i> <u>All Offices:</u> Destroy 10 <i>6 years 3 months</i> years after the close of the fiscal year involved.	GRS 7-3	
6	6530 Collections (Includes general correspondence and other records pertaining to collections.) <u>Washington Office, Regions, Area, and Experiment Stations:</u> Destroy records when 5 years old.	#491	
7	6530-3 Reports (Includes National Forest Fund Receipt Report. Report includes data pertaining to the distribution of 25% of timber sales, grazing, minerals and recreation receipts. Distribution of collection is calculated by county and state. Data from this report is included in the Chief's report. Inquiries concerning data may go back as far as 10 years.) a. <u>Washington Office:</u> Destroy records when 10 years old. b. <u>All other Offices:</u> Destroy records when 5 years old.		WITHDRAWN
	6540-1 Assistant Disbursing offices (Deleted file designation. File records under 6540-7 and apply retention period.)	#497	

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	6540-2 Treasury Certifying Officers (Deleted file designation. File records under 6540-7 and apply retention period.)		
	6540-3 Unit Certifying Officers (Deleted file designation. File records under 6540-7 and apply retention period.)		
8	6550-4 Special (Includes back up records to the general ledger account pertaining to road development costs for timber.) <u>All Offices:</u> Destroy records when 3 years old.		
9	6550-4-1 Timber Cost Analyses (Includes operator cost analysis working papers.) <u>All Offices:</u> Destroy records when 3 years old.		
10	6550-4-2 Timber Operator Survey (Includes working papers and cost analysis reports related to timber operator survey.) <u>All Offices:</u> Destroy records 3 years after timber operator is no longer included in appraisal schedule.		
11	6550-4-3 Air Tanker Cost Analysis (Includes working papers and cost analysis of flying planes and keeping them update.) <u>All Offices:</u> Destroy 3 years after contract is terminated.		
12	6550-6 Reports (Includes monthly, quarterly and annual year-end reports generated by the National Finance Center (New Orleans, LA) pertaining to economic data on Forest Service expenditures on all program areas (Resource Program and Assessment, Timber Management, Lands, Human Resource Programs, etc.) Reports are distributed to all levels of the Forest Service in paper copy and COM. a. Paper Copy: <u>All Offices:</u> Destroy when administrative use ceases.		WITHDRAWN

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	<p>b. Microfiche: (1) <u>Washington Office</u>: Transfer to FRC in 3 year blocks. Destroy when 25 years old. (2) <u>All other Offices</u>: Destroy when 5 years old.</p> <p><u>Note</u>: NFC is retaining original data for 5 years under GRS 5-5a. Our agency is requesting to keep the microfiche for long-term because we want to track economic data to respond to Congressional inquiries (sometimes requiring us to go back as far as 20 years); also need these records in coordination with RPA planning records (under 1900) which runs in 10 year cycles.</p>		WITHDRAWN
13	<p>6570 Claims (Claims made for and against the U.S. including background correspondence and material for claim cases submitted to GAO.)</p> <p>a. <u>All Offices</u>: Destroy records 2 years after case is closed. GAO notifies the Forest Service that the case is closed.</p>		
14	<p>6580 WCF Financial Management (Includes correspondence and material establishing and/or removing activities pertaining to general ledger under 6550.)</p> <p>a. <u>All Offices</u>: Destroy records when 5 years old.</p>		