

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
National Forest System

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

5. TEL EXT
235-2539

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

JOB NO
NC1-95-85-3

DATE RECEIVED
7-2-85

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3323, the disposal request including amendments is approved based on items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-6-86 *Francis S. Burke*
Date Archivist of the United States

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 _____ 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 7/15/85	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary E. Davis</i> Mary E. Davis	E. TITLE Records Management Officer
---------------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The National Forest System Staff is requesting a uniform retention period for administrative appeals and lawsuits at all levels of the Forest Service based on a six year statute of limitations to file an appeal. See 36 CFR 211.18 (Administrative Appeals) and 7 CFR 2.31 and 7 CFR 2.60 (Lawsuits).</p> <p>The record copy of administrative appeals are filed under the 1570 file designation of the Forest Service filing system. They have a 20 year retention period under job number NK-166-136 (approved March 14, 1966). Due to recent changes in the directives system, lawsuits are also now administered under the 1570 Appeals section of then directives system. This 115 is submitted to reflect that change.</p> <p>Litigation records in the Forest Service have not been scheduled before. The record copy is maintained by OGC in the Department of Agriculture under job numbers NC1-16-78-4, Item 1A, for significant lawsuits deemed as permanent; and NC1-16-78-4, Item 1C, for disposable</p>		

Agency, NNF copies sent 2/7/86
RWM

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	lawsuits. The Forest Service maintains duplicate records for administrative use.		
1	1570 Appeals and Litigation (Includes general correspondence and congressional inquiries not related to a specific case.) <u>All Offices:</u> Destroy records when 3 years old.	NN166-136 Item 57	
2	1570-1 Appeals and Litigation Cases (Includes all administrative appeals filed under 36 CFR 211.18 and administrative lawsuits filed against the Forest Service.) <u>All Offices:</u> Destroy records 7 years after case file is closed.		
3	1570-2 Reports (Includes a ^{MONTHLY} Quarterly Report and Index by Fiscal Year of Appeals Decisions. This is a tracking system for appeals and lawsuits.) <u>All Offices:</u> Destroy ^{records when 3 years} when no longer needed for administrative use. c.c.l.	Changed per Kathy Hansen + K.C.R. 3/20/85	