

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2016-0001**

Schedule Status **Approved**

Agency or Establishment **Forest Service**

Record Group / Scheduling Group **Records of the Forest Service**

Records Schedule applies to **Agency-wide**

Schedule Subject **Aerial Photography**

Internal agency concurrences will be provided **No**

Background Information **The Forest Service contracts with the USDA Farm Service Agency (FSA) Aerial Photography Field Office (APFO) for aerial imaging services and products. The Forest Service is responsible for the records produced as a result of this contract. Throughout the years of service the general functionality of the contract has remained relatively consistent, but the actual products and services have changed, evolving with technological advancements. The records consist of negative analog and digital film of domestic national forest lands created by FSA for the Forest Service and supporting documentation and indices.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	5	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2016-0001

Sequence Number	
1	Legacy black and white analog aerial photography negative film Disposition Authority Number: DAA-0095-2016-0001-0001
2	Color Analog Aerial Photography Film Disposition Authority Number: DAA-0095-2016-0001-0002
3	Digital Aerial Photography Imagery not existing in analog format Disposition Authority Number: DAA-0095-2016-0001-0003
4	Digital imagery that also exists in analog format Disposition Authority Number: DAA-0095-2016-0001-0004
5	Aerial Photography Negative/Imagery Indices Disposition Authority Number: DAA-0095-2016-0001-0005
6	Film Reports Disposition Authority Number: DAA-0095-2016-0001-0006

Records Schedule Items

Sequence Number	
1	<p>Legacy black and white analog aerial photography negative film</p> <p>Disposition Authority Number DAA-0095-2016-0001-0001</p> <p>Black and white analog legacy aerial photography negative film of domestic national forests and grasslands created for the Forest Service.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This item specifically covers analog film retained in hardcopy.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation N1-095-2010-009, item 45</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Retention period begins at time of creation.</p> <p>Transfer to Inactive Storage</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives no later than 5 years after the date this records schedule is approved. Delay is solely for the purpose of digitizing the analog film. After five years has elapsed the film must be transferred to the National Archives, regardless of whether or not digitization has been completed.</p> <p>Additional Information</p> <p>First year of records accumulation 1952</p> <p>End year of records accumulation 2012</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1952 To 2012</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown</p>

At the end of 5 years all records will have been transferred to National Archives. Transfer may occur in batches as digitization is completed.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	7145 film rolls	0.1 film rolls

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Color Analog Aerial Photography Film

Disposition Authority Number DAA-0095-2016-0001-0002

Color analog aerial photography film of domestic national forests and grasslands created for the Forest Service.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Records covered by this item are created and maintained on analog film.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-095-2010-009, item 45

Disposition Instruction

Cutoff Instruction Retention period begins at time of creation.

Transfer to the National Archives for Accessioning Records created before 1/1/2005: Transfer to the National Archives no later than 5 years after the date this records schedule is approved. Delay is solely for the purpose of digitizing the analog film. After five years has elapsed the film must be transferred to the National Archives, regardless of whether or not digitization has been completed. Records created

after 1/1/2006: Transfer to National Archives when 15 years old.

Additional Information

First year of records accumulation **1952**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
At end of 5 years 14,172 film rolls dated from 1/1/1952 - 12/31/2005 records will have been transferred to National Archives. Transfer may occur in batches as digitization is completed.

How frequently will your agency transfer these records to the National Archives? **Unknown**
After the initial transfer of rolls dated 1/1/1952 - 12/31/2005, transfer will occur annually beginning in 2021.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	14228 film rolls	20 film rolls

3

Digital Aerial Photography Imagery not existing in analog format

Disposition Authority Number **DAA-0095-2016-0001-0003**

Records consist of original aerial photography images of national forests and grasslands created using electronic imaging technology, retained wholly within electronic environment or on electronic media, and not reproduced on film (analog) negatives.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records exist wholly in electronic format.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data?

No

GRS or Superseded Authority Citation

N1-095-2010-009, item 45

Disposition Instruction

Cutoff Instruction

Retention begins at date of creation.

Transfer to Inactive Storage

Records retained within Forest Service's electronic data system or retained by Agency's designated agent (such as Farms Services Administration) until eligible for transfer to National Archives.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after creation.

Additional Information

First year of records accumulation 2008

What will be the date span of the initial transfer of records to the National Archives?

From 2008 To 2008

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	300 TB	50 TB
Paper		
Microform		
Hardcopy or Analog Special Media		

Digital imagery that also exists in analog format

Disposition Authority Number **DAA-0095-2016-0001-0004**

Aerial photography imagery created from analog film using electronic imaging technology and retained within an electronic environment or on electronic media

Final Disposition

Temporary

Item Status

Active

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Is this item media neutral?	No
Explanation of limitation	Records are in electronic format only.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-095-2010-009, item 45
Disposition Instruction	
Cutoff Instruction	Retention begins on date of creation
Transfer to Inactive Storage	Retain within Agency for reference purposes.
Retention Period	Destroy when no longer needed for Agency business.
Additional Information	
GAO Approval	Not Required
Aerial Photography Negative/Imagery Indices	
Disposition Authority Number	DAA-0095-2016-0001-0005
Records consist of indices of aerial images of domestic national forests and grasslands managed by the Forest Service.	
Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-095-2010-009, item 45
Disposition Instruction	
Transfer to Inactive Storage	Transfer a copy of the index to the National Archives when corresponding film negatives or digital images are transferred.
Transfer to the National Archives for Accessioning	Records accompany transfers to National Archives of film negatives or digital images described under items 1, 2, and 3 of this schedule.

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Additional Information

First year of records accumulation **1952**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Transfer to the National Archives will begin no later than 5 years after the date this records schedule is approved. Date span will be based on transfers of items 1, 2 and 3 of this schedule.

How frequently will your agency transfer these records to the National Archives? **Unknown**
Transfer frequency based on transfers of items 1, 2, and 3 of this schedule.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	.2 MB	.01 MB
Paper	550 Cubic feet	10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Film Reports

Disposition Authority Number **DAA-0095-2016-0001-0006**

Files consisting of information regarding the film, such as county, mileage, year flown, roll number, calibration information, etc.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-095-2010-009, item 45**

Disposition Instruction

Cutoff Instruction **Retention begins at point of creation.**

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after creation

Additional Information

First year of records accumulation **1952**

What will be the date span of the initial transfer of records to the National Archives? **From 1952 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		0.1 MB
Paper	58 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/29/2015	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
12/02/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
12/10/2015	Submit For Certification	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
12/10/2015	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
01/05/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
01/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/07/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist