

## Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2014-0002

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                Significant Civil Cases

Internal agency concurrences will be provided    No

Background Information        The Forest Service has not previously earmarked significant civil cases involving the agency for permanent retention. After due consideration, it has been determined that permanent retention of such records would benefit the agency and the public. The intent is for this records scheduled to be used by all Forest Service offices to retain significant civil litigation case records, regardless of the subject matter.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0095-2014-0002

Sequence Number	
1	Forest Service Significant Court Cases
1.1	1570 - Appeals and Litigation - Significant Court Cases Disposition Authority Number: DAA-0095-2014-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Forest Service Significant Court Cases</b> Records include documentation of civil court cases involving the Forest Service.</p>
1.1	<p><b>1570 - Appeals and Litigation - Significant Court Cases</b></p> <p>Disposition Authority Number      <b>DAA-0095-2014-0002-0001</b></p> <p>Civil court case records designated for permanent retention by court order, as well as cases designated as significant by the Forest Service and/or Office of General Counsel based on the following criteria: 1. Cases that result in court decisions that significantly interpret statutes and regulations. 2. Cases heard by the U.S. Supreme Court, and 3. Cases deemed to be significant for investigative or litigation procedures or other important precedent (these may include appellate or lower court decisions, as well as cases of regional or public interest). Organize files by case. Restrict access to records containing personally identifiable information or information protected by statute.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Apply retention period when case file closed.</b></p> <p>Transfer to Inactive Storage            <b>Store closed hard copy records at Federal Records Center until eligible for transfer to National Archives custody.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer closed file to NARA when 15 years old. As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both National Archives and Forest Service.</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation    <b>2014</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?                      <b>Unknown</b> <b>This is a new category. Previously, the Agency did not earmark significant cases for permanent retention</b></p>

and such case material was retained along with general cases for seven years, as authorized by records schedule N1-95-10-2, Item 33. Recently, the Agency has determined that there is a benefit to retaining this information. We will review our current holdings of closed case files to determine if any meet the criteria for significant cases. If any found, they will be designated for permanent retention and the approved retention instructions will be applied. This may include some very old case files that were retained for reference purposes.

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

Unknown

The Agency cannot anticipate the frequency of significant court cases, therefore we are unable to estimate the frequency of transfer to National Archives.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	5 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
11/21/2013	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
01/07/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
01/07/2014	Submit For Certification	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
01/07/2014	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
01/13/2014	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
01/14/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/15/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/23/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist