

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2014-0005**
 Schedule Status **Returned Without Action**

Agency or Establishment **Forest Service**
 Record Group / Scheduling Group **Records of the Forest Service**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Forest Service Environmental Impact Statements**
 Internal agency concurrences will be provided **No**

Background Information **Update to records schedule N1-95-10-2, item 79 (Forest Service Environmental Impact Statements). This schedule corrects an error in the previously approved schedule. The previous schedule was not media neutral, as it did not include provision for retention of hard copy records.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0095-2014-0005

Sequence Number	
1	Forest Service Environmental Impact Statements
1.1	Environmental Policy and Procedures - Forest Service Environmental Impact Statements Disposition Authority Number: DAA-0095-2014-0005-0001

Records Schedule Items

Sequence Number	
1	Forest Service Environmental Impact Statements
1.1	Environmental Policy and Procedures - Forest Service Environmental Impact Statements
	Disposition Authority Number DAA-0095-2014-0005-0001
	Records include Forest Service Environmental Impact Statements (EIS) and project file. Excludes EIS records associated with rule making and forest planning activities; such records are to be retained under the appropriate 1010 and 1920 file code categories.
	Final Disposition Permanent
	Item Status Withdrawn
	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	GRS or Superseded Authority Citation N1/95/10/2/79
	Disposition Instruction
	Cutoff Instruction Close file and apply retention period when decision signed.
	Transfer to Inactive Storage Store closed hard copy files at Federal Records Center. Include Mylar maps as part of record sent to a Federal Records Center for storage and in transfers to National Archives.
	Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after file closed.
	Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after file closed.
	Additional Information
	What will be the date span of the initial transfer of records to the National Archives? Unknown Initial transfers will come from Forest Service offices throughout the United States. The majority of the records in the initial transfers will be dated between

1950 and 1999. There may be some pre-1950 records in the initial transfers.

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	770 Cubic feet	33 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
02/07/2014	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
02/25/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/27/2014	Submit For Certification	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
02/27/2014	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
03/12/2014	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
03/12/2014	Submit For Certification	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
03/12/2014	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
03/25/2014	Return Without Action	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services