

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2017-0001**

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 **Environmental Policies and Procedures**

Internal agency concurrences will be provided **No**

Background Information **Documentation related to Forest Service National Environmental Policy Act (NEPA) activities.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2017-0001

Sequence Number	
1	Environmental Impact Statement (EIS) Disposition Authority Number: DAA-0095-2017-0001-0001
2	NEPA General Disposition Authority Number: DAA-0095-2017-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Environmental Impact Statement (EIS)</p> <p>Disposition Authority Number DAA-0095-2017-0001-0001</p> <p>Documentation related to FS National Environmental Policy Act (NEPA) Environmental Impact Statements (EIS) project files, including but not limited to: Final EIS (FEIS), Record of Decision (ROD), and all documents used in drafting of the ROD. Also includes supporting documents such as published notices of intent (NOI) and notices of availability (NOA), official Draft EIS (DEIS) distributed to public for comment, source GIS files, maps, and all other documents used in the preparation of the DEIS including individual reports and comments from Agency specialists, Interdisciplinary Team (IDT) meeting notes, EIS supplemental statements, mitigation action plans (MAP) and other documentation used in the drafting of the DEIS. Excludes EIS records associated with rule making and forest planning activities; such records are to be retained under the appropriate records retention categories. Also excludes EIS comments, which are retained elsewhere in this schedule.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Per NARA direction, this schedule covers electronic records only.</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GRS or Superseded Authority Citation N1-0095-2010-0002-0079</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close project record when record of decision signed.</p> <p>Transfer to Inactive Storage Retain electronic records in agency designation repository until eligible for transfer to the National Archives.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after closed record is retained within Agency's electronic records management system.</p> <p>Additional Information</p>

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Several years of legacy records will be part of the initial transfer.

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

2

NEPA General

Disposition Authority Number **DAA-0095-2017-0001-0002**

Documentation related to the National Environmental Policy Act (NEPA); to include but not limited to: Environmental Assessments (EA) and Categorical Exclusion (CATEX) project files. Project files may include requests for and responses to public comment and involvement (to include comments from Forest Service personnel, Federal and State governments, and comments from any other source as appropriate), documentation of interagency cooperation and consultation, resolution of disagreements; scoping process and scoping determinations; findings of no significant impact (FONSI), Decision Memo (DM) mitigation action plans (MAP), reviews of public and external agency comments; feasibility analysis; cost-benefit analysis; referrals to the Council of Environmental Quality (CEQ), proposals for legislation; external NEPA-related documentation received by the agency affecting National Forest System lands, State and Private Forestry, Research programs, or where the Forest Service is a cooperating agency. Also includes EIS comments received by the Agency.

Final Disposition **Temporary**

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
N1-0095-2010-0004-0139
N1-0095-2020-0004-0140
N1-0095-2010-0004-0141
N1-0095-2010-0004-0142
N1-0095-2010-0004-0143
N1-0095-2010-0004-0144
N1-0095-2010-0004-0145
N1-0095-2010-0004-0146

Disposition Instruction

Cutoff Instruction **Close project files when decision signed. Close subject files at end of fiscal year.**

Transfer to Inactive Storage

Transfer hardcopy records to FRC storage one year after cutoff. Electronic records shall be retained within Agency authorized electronic repository throughout records lifecycle.

Retention Period

Destroy 15 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

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
03/27/2017	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
07/31/2017	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/02/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/03/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist