

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2017-0001**
Schedule Status **Modified Approved Version**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 data-bbox="345 380 889 411">Environmental Impact Statement (EIS)</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0095-2017-0001-0001</p> <p data-bbox="345 485 1505 978">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 data-bbox="345 999 922 1031">Final Disposition Permanent</p> <p data-bbox="345 1052 873 1083">Item Status Inactive</p> <p data-bbox="345 1104 805 1136">Is this item media neutral? No</p> <p data-bbox="345 1157 1505 1230">Explanation of limitation Per NARA direction, this schedule covers electronic records only.</p> <p data-bbox="345 1251 805 1377">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 data-bbox="345 1398 1130 1461">GRS or Superseded Authority Citation N1-0095-2010-0002-0079</p> <p data-bbox="345 1482 1505 1892">Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0095-2020-0001-0001 This item was superseded into 2 new items on DAA-0095-2020-0001. Item 0001 contains the permanent records. New Disposition Authority Number: DAA-0095-2020-0001-0002 This item was superseded into 2 new items on DAA-0095-2020-0001. Item 0002 contains the temporary records.</p>

Disposition Instruction

Cutoff Instruction	Close project record when record of decision signed.
Transfer to Inactive Storage	Retain electronic records in agency designation repository until eligible for transfer to the National Archives.
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.

Additional Information

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

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

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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