

## Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2018-0002  
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                Forest Service Directive System Program Management  
Internal agency concurrences will be provided      No

Background Information        The Forest Service Directive System codifies the agency's policy, practice, and procedure. As such, it is the primary administrative basis for the internal management and control of all agency programs and the primary source of administrative direction to Forest Service employees.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0095-2018-0002

Sequence Number
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1
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Directive Program Management
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Disposition Authority Number: DAA-0095-2018-0002-0001
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## Records Schedule Items

Sequence Number		
1	<b>Directive Program Management</b>	
	Disposition Authority Number	DAA-0095-2018-0002-0001
	<p>Records related to policies and responsibilities for the management of the directives program; establishment of directives, directive system structure and standards; guidance on writing, preparation and clearance procedures; the design, maintenance, and improvement of the directive system; questions and responses on policies, standards, and responsibilities; directive issuance reports and lists of service-wide issuances; directive distribution lists, maintenance, and access; reconciliation of distribution records; directive system writing techniques materials; requests for directives; and other background materials related to management of the directives program.</p>	
	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	GRS or Superseded Authority Citation	N1-095-10-002 / 4 N1-095-10-002 / 5 N1-095-10-002 / 6 N1-095-10-002 / 7
	<b>Disposition Instruction</b>	
	Cutoff Instruction	End of the fiscal year
	Retention Period	Destroy 3 year(s) after cutoff
	<b>Additional Information</b>	
	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
02/22/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
08/21/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
08/22/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
08/29/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist