

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0004
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 State and Private Forestry Program Administration
Internal agency concurrences will be provided No

Background Information The Forest Service is authorized to provide financial, technical and related assistance to State Foresters or equivalent State officials to accomplish management and use of forest resources on non-Federal forest lands.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0004

Sequence Number

1

State and Private Forestry Program Administration Disposition Authority Number: DAA-0095-2018-0004-0001

Records Schedule Items

Sequence Number		
1	<p>State and Private Forestry Program Administration</p> <p>Disposition Authority Number DAA-0095-2018-0004-0001</p> <p>Records pertain to general administration of the State and Private Forestry program and to the National Association of State Foresters (NASF) and its activities. Records include reports concerning grants-in-aid to States that compare State performance with the goals set in grant agreements; Reports to Congress on the accomplishments that have resulted from the expenditure of appropriated funds. Responses to congressional requests; Program reviews and evaluations. Exclusion: Records pertaining to policy.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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>	
	Manual Citation	Manual Title
	FSH 6209.11, Chapter 40, Filecode 3000	Forest Service Records Management Handbook
	<p>GRS or Superseded Authority Citation N1-095-10-002 / 139 N1-095-10-002 / 141</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	

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
03/19/2018	Return to Submitter	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
04/04/2018	Return to Submitter	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
04/13/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
08/30/2018	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
09/04/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
09/06/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/06/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist