



**Records Schedule Number** 

DAA-0095-2018-0005

**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

Organization and Position Management

Internal agency concurrences will

be provided

**Background Information** 

Organization and Position Management records are created to organize and arrange work at all levels of the agency to achieve Forest Service mission and program goals in the most effective and

economical manner

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this

request: N1-95-10-2, items 11, 12

### **Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	' '	Number of Withdrawn Disposition Items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

# **GAO Approval**





Sequence Number	
1	Organization and Position Management Case Files
	Disposition Authority Number: DAA-0095-2018-0005-0001

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## Records Schedule Items

### **Sequence Number**

1

Organization and Position Management Case Files

Disposition Authority Number DAA-0095-2018-0005-0001

Records related to organization and position management reviews, studies, evaluations and analysis of organizational structures and related positions to include position management plans, surveys, system standards; organization of work units, organizational structure development; organizational change requests, approvals and disapprovals; titles and authorized unit names; proposed organization charts, organization structure codes, coding schema and requests for changes; proposals, functional statements; documentation relating to implementing organizational changes; and related supporting and background materials.

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 email and word processing? No

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, filecode 1220	Forest Service Records Management Handbook

GRS or Superseded Authority N1-095-10-004 / 5 Citation N1 005 10 004 / 7

N1-095-10-004 / 7

N1-095-10-004 / 6

**Disposition Instruction** 

Cutoff Instruction End of fiscal year in which case file was closed.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

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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	Ву	Title	Organization
04/02/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
08/21/2018	Submit for Concur rence	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 Servic es	National Records Management Program - ACNR Records Management Services
08/30/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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