

Request for Records Disposition Authority

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 No

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0005

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

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 |
|------------|------------------------|------------------|---|--|
| 04/02/2018 | 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 |