

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
---

<b>Organization and Position Management Case Files</b> Disposition Authority Number: DAA-0095-2018-0005-0001
---

## Records Schedule Items

Sequence Number					
1	<p><b>Organization and Position Management Case Files</b></p> <p>Disposition Authority Number      DAA-0095-2018-0005-0001</p> <p>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.</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> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>FSH 6209.11, Chapter 40, filecode 1220</td><td>Forest Service Records Management Handbook</td></tr></tbody></table> <p>GRS or Superseded Authority      N1-095-10-004 / 5 Citation                                  N1-095-10-004 / 7     N1-095-10-004 / 6</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      End of fiscal year in which case file was closed.</p> <p>Retention Period                        Destroy 10 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, filecode 1220	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, filecode 1220	Forest Service Records Management Handbook				

### 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