

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0007

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 Cooperative Fire Protection

Internal agency concurrences will be provided No

Background Information Cooperative fire protection activities provide technical and financial assistance to the States, Territories, and Commonwealths, including distributing money through grants; providing technical expertise and facilitating Federal cooperative relationships; and assisting the Federal Emergency Management Agency in assisting States in the management of wildfire disasters.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0007

Sequence Number

1

Cooperative Fire Protection Program Administration Disposition Authority Number: DAA-0095-2018-0007-0001

Records Schedule Items

Sequence Number						
1	<p>Cooperative Fire Protection Program Administration</p> <p>Disposition Authority Number DAA-0095-2018-0007-0001</p> <p>General records relating to Cooperative Fire Protection (CFP) too broad to file under a specific subject. Includes correspondence, memos and mailing lists related to all components of Cooperative Fire Protection and Prevention Programs. Exclusion: Records (including correspondence) pertaining to Smokey Bear program (Forest Service File Code 3110).</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" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>FSH 6209.11, Chapter 40, Filecode 3100</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 3100	Forest Service Records Management Handbook
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	<p>GRS or Superseded Authority Citation N1-095-10-004 / 271 N1-095-10-004 / 272 N1-095-10-004 / 273</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year.</p> <p>Retention Period Destroy 5 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
04/13/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
09/12/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
09/13/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
10/10/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/11/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist