

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0008
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 Extreme Fire Situation Program
Internal agency concurrences will be provided No

Background Information Provide appropriate, effective assistance and advice to the Federal Emergency Management Agency (FEMA) on efforts to assist States during extreme fire situations that are beyond State and local capabilities.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0008

Sequence Number	
1	Extreme Fire Situation Program Administration Disposition Authority Number: DAA-0095-2018-0008-0001

Records Schedule Items

Sequence Number		
1	<p>Extreme Fire Situation Program Administration</p> <p>Disposition Authority Number DAA-0095-2018-0008-0001</p> <p>Includes correspondence, studies, reports, and other records related to fire suppression assistance to States and the Federal Emergency Management Agency (FEMA) Fire Management Assistance Program.</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 3140	Forest Service Records Management Handbook
	GRS or Superseded Authority Citation	N1-095-10-004 / 276 N1-095-10-004 / 277
	Disposition Instruction	
	Cutoff Instruction	End of fiscal year in which administrative use ceases.
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required

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