

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0009**
 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 **Records, Reports, Studies, and Publications (Cooperative Wildfire Program)**
 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. The objectives of cooperative fire protection are to maintain and improve fire protection efficiency and effectiveness on non-Federal wildlands; To achieve national benefits which exceed Federal expenditures for fire protection on non-Federal wildlands, particularly where wildland/urban interface issues exist; and To cooperate, participate, and consult with the States on fire protection for non-Federal wildlands. It is the policy of the Forest Service to encourage States to develop and maintain efficient and effective fire protection programs by providing financial and technical assistance.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0009

Sequence Number	
1	Cooperative Wildfire Program Reports, Studies, and Publications Disposition Authority Number: DAA-0095-2018-0009-0001

Records Schedule Items

Sequence Number						
1	Cooperative Wildfire Program Reports, Studies, and Publications					
	Disposition Authority Number DAA-0095-2018-0009-0001					
	<p>Records pertain to the Cooperative Wildfire Program and include: • General correspondence; • Reports: Including input source documents for the FS-3100-8 Annual Wildfire Report and similar reports documenting expenditures. The Wildfire Report contains data on acres protected, number of wildfires, and acres burned by cause and size class on State and private forest lands; as well as the report of State legislature that affects State fire programs. • Studies: The Efficiency Analysis Report documents alternative program actions for more efficient fire protection. An Efficiency Analysis is conducted on an as need basis when opportunities for program improvements are identified. The file also includes special studies that may lead to setting policy and are conducted at the regional level, or at the Washington Office when the issue is national in scope.</p>					
	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 e-mail and word processing?	No				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>FSH 6209.11, Chapter 40, Filecode 3180</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 3180	Forest Service Records Management Handbook
Manual Citation	Manual Title					
FSH 6209.11, Chapter 40, Filecode 3180	Forest Service Records Management Handbook					
	GRS or Superseded Authority Citation	N1-095-10-004 / 281 N1-095-10-004 / 282 N1-095-10-004 / 283				
	Disposition Instruction					
	Cutoff Instruction	End of fiscal year				
	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