

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0095-2018-0010**

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                    **Rural Forestry Assistance**

Internal agency concurrences will be provided      **No**

Background Information            **The United States Forest Service is authorized to provide financial, technical and related assistance to State Foresters to accomplish management and use of forest resources on non-Federal forest lands and to provide guidance in conforming with Federal environmental laws and regulations. Publications are issued giving guidelines on program objectives.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0010

Sequence Number	
1	<b>Rural Forestry Assistance Program Administration</b> <b>Disposition Authority Number: DAA-0095-2018-0010-0001</b>

### Records Schedule Items

Sequence Number		
1	<p><b>Rural Forestry Assistance Program Administration</b></p> <p>Disposition Authority Number      <b>DAA-0095-2018-0010-0001</b></p> <p><b>Includes general records, correspondence and memos related to broad policy on cooperative forestry assistance programs and general documentation related to training for State Foresters and private landowners.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p>	
	Manual Citation	Manual Title
	<b>FSH 6209.11, Chapter 40, Filecode 3200</b>	<b>Forest Service Records Management Handbook</b>
	<p>GRS or Superseded Authority Citation      <b>N1-095-10-004 / 284</b> <b>N1-095-10-004 / 285</b></p>	
	<p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                          <b>End of fiscal year.</b></p> <p>Retention Period                              <b>Destroy 15 year(s) after cutoff</b></p>	
	<p><b>Additional Information</b></p> <p>GAO Approval                                <b>Not Required</b></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
09/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist