

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0011**
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 **Forest Management Assistance**
Internal agency concurrences will be provided **No**

Background Information **The United States Forest Service provides forest management assistance for individual landowner's ensuring the landowner's objectives and the public need for goods and services from non-Federal forest lands are met for present and in the future. Records will cover technical assistance provided to private land-owners, including multiple-use management plans, timber, wildlife, range, watersheds and soil issues.**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0095-2018-0011

| Sequence Number | |
|-----------------|---|
| 1 | Forest Management Assistance Program Disposition Authority Number: DAA-0095-2018-0011-0001 |

Records Schedule Items

| Sequence Number | | | | | | |
|--|---|--|-----------------|--------------|--|--|
| 1 | Forest Management Assistance Program | | | | | |
| | Disposition Authority Number | DAA-0095-2018-0011-0001 | | | | |
| | General records, correspondence, memos, and minutes pertaining to non-Federal land resource management and technical assistance, as well as the Annual Financial Status Report and Accomplishment Report (and supporting documentation). | | | | | |
| | 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%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>FSH 6209.11, Chapter 40, Filecode 3210</td> <td>Forest Service Records Management Handbook</td> </tr> </table> | | Manual Citation | Manual Title | FSH 6209.11, Chapter 40, Filecode 3210 | Forest Service Records Management Handbook |
| Manual Citation | Manual Title | | | | | |
| FSH 6209.11, Chapter 40, Filecode 3210 | Forest Service Records Management Handbook | | | | | |
| | GRS or Superseded Authority Citation | N1-095-10-004 / 286 N1-095-10-004 / 287 | | | | |
| | Disposition Instruction | | | | | |
| | Cutoff Instruction | End of fiscal year. | | | | |
| | Retention Period | Destroy 15 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 |
| 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 |