

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0012
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 Nursery Production
Internal agency concurrences will be provided No

Background Information The United States Forest Service will provide reasonably priced native plants to assist states, territories and International Institute of Tropical Forestry with ongoing plantings.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are NOT included as part of this request: N1-95-10-4, items 291, 293

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0012

Sequence Number	
1	Cooperative Nursery Production Administration Disposition Authority Number: DAA-0095-2018-0012-0001

Records Schedule Items

Sequence Number	1				
Cooperative Nursery Production Administration					
Disposition Authority Number DAA-0095-2018-0012-0001					
<p>Includes the following records associated with the Cooperative Nursery Production program:</p> <ul style="list-style-type: none"> • Correspondence and general programmatic documentation related to assistance in furnishing tree plant stocks. • International Seed Trade: Policies, procedures, and general documentation (including correspondence) related to the control of forest reproductive material moving in international trade. • Nursery Production Assistance: General records and administrative studies and reviews related to cooperative forestry tree nursery programs. • Seed Handling and Testing: Records pertaining to the cleaning, drying, extracting, and testing of tree seeds conducted by the National Tree Seed Laboratory. • Seed Handling and Testing – Seed Testing: Test request sheet, laboratory worksheet, radiograph, germination sheet for each treatment, tetrazolium test sheet, and correspondence on test interpretations. 					
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%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Manual Citation</th> <th style="width: 50%; padding: 5px;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">FSH 6209.11, Chapter 40, Filecode 3220</td> <td style="padding: 5px;">Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 3220	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 3220	Forest Service Records Management Handbook				
GRS or Superseded Authority Citation	N1-095-10-004 / 288 N1-095-10-004 / 289 N1-095-10-004 / 290 N1-095-10-004 / 292 N1-095-10-004 / 294				
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