

## Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0013

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 Development

Internal agency concurrences will be provided No

Background Information To the extent possible, respond to and support State and local requests and concerns for solutions to problems in rural areas. Seek opportunities to develop forest based enterprises and forest resources that contribute to rural growth. All programs shall contribute and lend support to other public and private agency efforts to provide public services, income, jobs, and amenities in rural areas through planning, resource management, economic development, and manpower programs.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0013

Sequence Number
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1
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Rural Development Program Administration and Reports Disposition Authority Number: DAA-0095-2018-0013-0001
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### Records Schedule Items

Sequence Number

1

**Rural Development Program Administration and Reports**

Disposition Authority Number      DAA-0095-2018-0013-0001

Records, including correspondence, pertaining to the coordination of forestry activities with other USDA Committees and outside agencies, to help support State and local concerns in eliminating problems in rural areas. Includes: (a) the Annual Rural Development Report, which is a consolidated report from field units summarizing special projects with USDA to help farmers; and (b) the Annual Needs Assessment Report required by USDA.

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

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Filecode 3610	Forest Service Records Management Handbook

GRS or Superseded Authority Citation      N1-095-10-004 / 311  
N1-095-10-006 / 64

**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
09/25/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
10/01/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
10/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/03/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist