

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 | |
|-----------------|---|
| 1 | Rural Development Program Administration and Reports Disposition Authority Number: DAA-0095-2018-0013-0001 |

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GRS or Superseded Authority Citation N1-095-10-004 / 311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