

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0095-2018-0015**  
 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                **Pesticide Use, Management and Coordination**  
 Internal agency concurrences will be provided    **No**

**Background Information**                      **The Forest Health Protection staff of the USDA Forest Service has the responsibility of managing and coordinating the proper use of pesticides within the National Forest System (NFS). It is also responsible for providing technical advice and support, and for conducting training to maintain technical expertise. In order to achieve this function, the Forest Service maintains a cadre of Pesticide Coordinators and specialists located at Regional Offices and at some Forest Supervisors Offices.**

**Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-6, items 23, 24**

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0015

Sequence Number	
1	Pesticide Use, Management and Coordination Administrative Records Disposition Authority Number: DAA-0095-2018-0015-0001

## Records Schedule Items

Sequence Number						
1	<p><b>Pesticide Use, Management and Coordination Administrative Records</b></p> <p>Disposition Authority Number      <b>DAA-0095-2018-0015-0001</b></p> <p><b>Includes correspondence and records related to pesticide management overall policies, development, and clarifications. Includes pesticides use records and yearly report of pesticides used on national forests; conduct of projects records; pesticide selection, application, and monitoring records; safety in pesticide uses records</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>FSH 6209.11, Chapter 40, Filecode 2150</b></td> <td><b>Forest Service Records Management Handbook</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-95-10-006 / 22</b> <b>N1-95-10-006 / 25</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>End of Fiscal Year</b></p> <p>Retention Period                         <b>Destroy 75 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>		Manual Citation	Manual Title	<b>FSH 6209.11, Chapter 40, Filecode 2150</b>	<b>Forest Service Records Management Handbook</b>
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<b>FSH 6209.11, Chapter 40, Filecode 2150</b>	<b>Forest Service Records Management Handbook</b>					

### 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
04/16/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
04/19/2018	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
04/19/2018	Submit For Certification	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
04/20/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
11/07/2018	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
11/08/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist