

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0017
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 Wildland Fire Management
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0017

Sequence Number

1

Wildland Fire Program Administration and Administrative Studies Disposition Authority Number: DAA-0095-2018-0017-0001
--

Records Schedule Items

Sequence Number		
1	<p>Wildland Fire Program Administration and Administrative Studies</p> <p>Disposition Authority Number DAA-0095-2018-0017-0001</p> <p>Records pertain to fire management policies, programs, and administration not retained under any other records schedule item in the 5100 series. Includes broad policies pertaining to fire management program administration and administrative studies.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>	
	Manual Citation	Manual Title
	FSH 6209.11, Chapter 40, Filecode 5100	Forest Service Records Management Handbook
	<p>GRS or Superseded Authority Citation N1-95-10-10/ 12 N1-95-10-10/ 13</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of fiscal year.</p> <p>Retention Period Destroy 25 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	

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
04/17/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
03/05/2019	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
03/06/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/08/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/12/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist