Request for Records Disposition Authority

Records Schedule Number

DAA-0095-2018-0021

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

Wildfire Response

Internal agency concurrences will

be provided

No

Background Information

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this

request: N1-95-10-7, item 1

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	· · · · · · · · · · · · · · · · · · ·	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0021

Sequence Number	
1	Wildfire Organization Administration and Reports
	Disposition Authority Number: DAA-0095-2018-0021-0001
2	Administrative Fire Analysis and National Fire Planning Disposition Authority Number: DAA-0095-2018-0021-0002

Records Schedule Items

1

2

Wildfire Organization Administration and Reports

Disposition Authority Number

DAA-0095-2018-0021-0001

Records pertaining to: • The duties and responsibilities of supervisors, employees, line officers, incident commanders, and other personnel associated with fire suppression activities. • General correspondence and documentation associated with wildland fire suppression, such as fire suppression, emergency firefighters, safety, civil rights, structure fires, and strategies. • Reports, plans, and programs pertaining to wildland fire suppression and organization.

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 thanœmail and word processing? No

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Filecode 5130	Forest Service Records Management Handbook

GRS or Superseded Authority

N1-95-10-10/19

Citation

N1-95-10-10/ 20

N1-95-10-10/21

Disposition Instruction

Cutoff Instruction

Cutoff end of fiscal year.

Retention Period

Destroy 50 year(s) after cutoff

Additional Information

GAO Approval

Not Required

Administrative Fire Analysis and National Fire Planning

Disposition Authority Number

DAA-0095-2018-0021-0002

Policies, procedures, and reports regarding fire reviews, administrative fire analysis, and National Fire Planning. Includes documentation of: • Documentation of planning, evaluation, and implementation of fire management programs. •

Evaluation of fire management program options at the forest, regional, and national level.

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 thanœmail and word processing? No

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Filecode 5130	Forest Service Records Management Handbook

GRS or Superseded Authority

Citation

N1-95-10-10, Item 32

N1-95-10-10, Item 33 N1-95-10-10, Item 34

Disposition Instruction

Cutoff Instruction

End of fiscal year in which administrative use ends.

Retention Period

Destroy 50 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	Ву	Title	Organization
04/17/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
03/05/2019	Submit for Concur rence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
03/06/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
03/08/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
03/12/2019	Approve '	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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