

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Sequence Number					
1	<p data-bbox="358 427 1024 463"><b>Wildfire Organization Administration and Reports</b></p> <p data-bbox="358 478 1133 514">Disposition Authority Number      DAA-0095-2018-0021-0001</p> <p data-bbox="358 534 1471 753"><b>Records pertaining to:</b> • 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.</p> <p data-bbox="358 772 906 808">Final Disposition                      Temporary</p> <p data-bbox="358 827 846 863">Item Status                                Active</p> <p data-bbox="358 883 813 919">Is this item media neutral?          Yes</p> <p data-bbox="358 938 797 1059">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          No</p> <table border="1" data-bbox="354 1087 1494 1221"><thead><tr><th data-bbox="354 1087 927 1129">Manual Citation</th><th data-bbox="927 1087 1494 1129">Manual Title</th></tr></thead><tbody><tr><td data-bbox="354 1136 927 1221">FSH 6209.11, Chapter 40, Filecode 5130</td><td data-bbox="927 1136 1494 1221">Forest Service Records Management Handbook</td></tr></tbody></table> <p data-bbox="358 1257 984 1364">GRS or Superseded Authority Citation      N1-95-10-10/ 19    N1-95-10-10/ 20    N1-95-10-10/ 21</p> <p data-bbox="358 1400 659 1436"><b>Disposition Instruction</b></p> <p data-bbox="358 1455 1089 1491">Cutoff Instruction                      Cutoff end of fiscal year.</p> <p data-bbox="358 1510 1166 1547">Retention Period                        Destroy 50 year(s) after cutoff</p> <p data-bbox="358 1583 659 1619"><b>Additional Information</b></p> <p data-bbox="358 1638 938 1674">GAO Approval                            Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 5130	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 5130	Forest Service Records Management Handbook				
2	<p data-bbox="358 1691 1105 1727"><b>Administrative Fire Analysis and National Fire Planning</b></p> <p data-bbox="358 1742 1133 1779">Disposition Authority Number      DAA-0095-2018-0021-0002</p> <p data-bbox="358 1798 1471 1904"><b>Policies, procedures, and reports regarding fire reviews, administrative fire analysis, and National Fire Planning. Includes documentation of:</b> • Documentation of planning, evaluation, and implementation of fire management programs. •</p>				

**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 than e-mail 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	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