

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0022**
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 **Suitability Requirements, Training, and Standards**
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: N1-95-10-9, item, 13. This schedule is being updated to include documentation associated with employee completion of law enforcement and investigation training requirements.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0022

Sequence Number	
1	Law Enforcement Suitability Requirements, Training, and Standards Administration Disposition Authority Number: DAA-0095-2018-0022-0001

Records Schedule Items

Sequence Number					
1	<p>Law Enforcement Suitability Requirements, Training, and Standards Administration</p> <p>Disposition Authority Number DAA-0095-2018-0022-0001</p> <p>Includes policy and procedures, correspondence and memorandums related to levels of training standards for employees with law enforcement duties. Includes documentation associated with employee completion of law enforcement and investigation training requirements.</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> <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>FSH 6209.11, Chapter 40, Filecode 5370</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-95-10-9/ 12</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of fiscal year.</p> <p>Retention Period Destroy 20 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 5370	Forest Service Records Management Handbook
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FSH 6209.11, Chapter 40, Filecode 5370	Forest Service Records Management Handbook				

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
10/11/2018	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/11/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
10/18/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist