

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0023
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 Purchases and Donations (Land)
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0023

Sequence Number	
1	Land Purchase and Donation Case Files Disposition Authority Number: DAA-0095-2018-0023-0001
2	Land Purchases and Donations General Program Administration Disposition Authority Number: DAA-0095-2018-0023-0002

Land purchase and donation general program administration records; and correspondence, title evidence, and related documents for unconsummated land and purchase cases.

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 5420	Forest Service Records Management Handbook

GRS or Superseded Authority Citation N1-95-10-10/ 40
N1-95-10-10/ 42
N1-95-10-10/ 39

Disposition Instruction

Cutoff Instruction Cutoff at end of fiscal year in which administrative use ceases.

Retention Period Destroy 5 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
04/19/2018	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
04/20/2018	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
06/04/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/07/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist