

### Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2018-0027

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                Sales, Grants, Special Acts

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: N1-95-10-10, item 59

#### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0027

Sequence Number
-----------------

1
---

Land Sales, Grants, and Special Acts General Program Administration Disposition Authority Number: DAA-0095-2018-0027-0001
--

**Records Schedule Items**

<b>Sequence Number</b>						
1	<b>Land Sales, Grants, and Special Acts General Program Administration</b>					
	Disposition Authority Number	DAA-0095-2018-0027-0001				
	Includes general documentation pertaining to the land sales, grants, and special acts program administration; including unconsummated case files.					
	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				
	<table border="1" style="width: 100%;"> <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 5570</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 5570	Forest Service Records Management Handbook
Manual Citation	Manual Title					
FSH 6209.11, Chapter 40, Filecode 5570	Forest Service Records Management Handbook					
	GRS or Superseded Authority Citation	N1-95-10-10/ 58 N1-95-10-10/ 60				
	<b>Disposition Instruction</b>					
	Cutoff Instruction	Cutoff at the end of fiscal year in which administrative use ceases.				
	Retention Period	Destroy 5 year(s) after cutoff				
	<b>Additional Information</b>					
	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
09/13/2018	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/13/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
09/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist