

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0028
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 Aviation Management
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0028

Sequence Number

1

General Aviation Management Program Administration Disposition Authority Number: DAA-0095-2018-0028-0001

Records Schedule Items

Sequence Number						
1	<p>General Aviation Management Program Administration</p> <p>Disposition Authority Number DAA-0095-2018-0028-0001</p> <p>Includes general records related to general aircraft, policy, and responsibilities, including records documenting oversight and continuing evaluation of the aviation program to accomplish National, Regional, Forest, and District level aviation objectives.</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%;"> <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 5700</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 5700	Forest Service Records Management Handbook	
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	<p>GRS or Superseded Authority Citation N1-095-10-9/ 22</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of fiscal year</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>					

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
09/18/2018	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
09/18/2018	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