

## Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2018-0029

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                      Energy Management

Internal agency concurrences will be provided      No

Background Information              The Forest Service has established policy for the Energy Management Program to optimize energy use from renewable resources, provide national leadership to the forestry community in the production of forest biomass for energy, incorporate energy conservation, development, and production in Forest Service activity plans, conserve energy in the operation of Forest Service facilities and improve energy efficiency of silvicultural, harvesting, processing, manufacturing, and construction systems through research, development, and application.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0029

Sequence Number	
1	Energy Program Management Records Disposition Authority Number: DAA-0095-2018-0029-0001

**Records Schedule Items**

Sequence Number					
1	<p><b>Energy Program Management Records</b></p> <p>Disposition Authority Number      DAA-0095-2018-0029-0001</p> <p>Includes records documenting the accomplishments or progress of Forest Service energy-related programs. Some energy programs are initiated within the research arm of the Forest Service such as cooperatives between the Forest Service and other governmental or private organizations. Some are initiated by the Department of Energy. Includes general correspondence and records related to coordination with other agencies that have energy related programs such as the Department of Energy Regional Program Advisory Committees; and other organizations such as the Council of Biomass Energy Technology Sponsors (CBETS); and Internal meeting activities. Exclusion: Research-related energy programs are filed under 4000.</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 2170</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      N1-95-10-004 / 147 N1-95-10-004 / 148</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      end of fiscal year</p> <p>Retention Period                      Destroy 10 year(s) after Cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 2170	Forest Service Records Management Handbook
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FSH 6209.11, Chapter 40, Filecode 2170	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
10/09/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
10/10/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
10/10/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/11/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist