

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0030
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 Grazing and Livestock Use Fee Permit System
Internal agency concurrences will be provided No

Background Information The Forest Service authorizes livestock grazing and other livestock use on lands under Forest Service administration or control by written grazing permit or agreement. The Forest Service administers the grazing permit system consistent with range resource management objectives found in forest land management plans, and to best serve the public's long-term economic and social needs.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-4, item 153; N1-95-10-6, item 27

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0030

Sequence Number	
1	Grazing and Livestock Permittee Records Disposition Authority Number: DAA-0095-2018-0030-0001
2	Grazing and Livestock Use Permit System Administrative Records Disposition Authority Number: DAA-0095-2018-0030-0002

Records Schedule Items

Sequence Number					
1	<p>Grazing and Livestock Permittee Records</p> <p>Disposition Authority Number DAA-0095-2018-0030-0001</p> <p>Includes case files consisting of authorizing documents, supplements, amendments, correspondence, and related records. Case file includes approved permittee application, supporting documents, and other supplemental information used in determining whether a permit should be issued. Annual record of permitted use – documents permittee, number, and type of livestock allowed to graze, and billing for season. Some files may contain PII - store securely, control access.</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 2230</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-95-10-002 / 87 N1-95-10-006 / 28</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off file after permit closed</p> <p>Transfer to Inactive Storage Transfer to Federal Records Center 10 years after cutoff</p> <p>Retention Period Destroy 75 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 2230	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 2230	Forest Service Records Management Handbook				
2	<p>Grazing and Livestock Use Permit System Administrative Records</p> <p>Disposition Authority Number DAA-0095-2018-0030-0002</p> <p>Files consisting of: •General correspondence and related records too broad to file under specific secondary subject. •Unapproved applications, including the</p>				

application, supporting documents, and other supplemental information used in determining that a permit should not be issued.

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 2230	Forest Service Records Management Handbook

GRS or Superseded Authority Citation N1-95-10-004 / 151
N1-95-10-004 / 152

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year.

Retention Period Destroy 10 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
11/07/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
11/08/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist