

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0031**

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 **Range Improvements**

Internal agency concurrences will be provided **No**

Background Information

Without impairing land productivity or water quality, the Range Improvement program aims to implement and maintain range improvements to the extent benefits are commensurate with costs and demand for livestock forage. The Range Improvement program also provides information and advice through range technical information system and Vegetative Rehabilitation and Equipment Workshop to enhance restoration, improvement, and quality of ranges.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-2, items 88, 90

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0031

Sequence Number	
1	Range Improvement Program Management Disposition Authority Number: DAA-0095-2018-0031-0001

Records Schedule Items

Sequence Number						
1	<p>Range Improvement Program Management</p> <p>Disposition Authority Number DAA-0095-2018-0031-0001</p> <p>General correspondence and inquiries pertaining to nonstructural range improvements too broad to file under a specific 2240 file code category. Records also include case folders consisting of any correspondence and supporting documentation regarding any complaints or complications resulting from any nonstructural improvements to National Forest System lands. May include statements and other supporting data and photographs.</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%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>FSH 6209.11, Chapter 40, Filecode 2240</td> <td>Forest Service Records Management Handbook</td> </tr> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 2240	Forest Service Records Management Handbook
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	<p>GRS or Superseded Authority Citation N1-95-10-002 / 89 N1-95-10-004 / 154 N1-95-10-004 / 155</p> <p>Disposition Instruction</p> <p>Cutoff Instruction 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
10/09/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
10/24/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist