

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0032
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 Correspondence Management
Internal agency concurrences will be provided No

Background Information The Forest Service responds to routine inquiries requesting general information about the agency and creates reports to track the status of each inquiry.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-9, item 25

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0032

Sequence Number	
1	Correspondence Management Disposition Authority Number: DAA-0095-2018-0032-0001

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
09/25/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
10/01/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
10/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/03/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist