

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Records Schedule Items

Sequence Number					
1	Correspondence Management				
Disposition Authority Number	DAA-0095-2018-0032-0001				
Correspondence of a routine nature, such as inquiries from members of Congress or constituents concerning general information about the Forest Service. Includes the following:	<ul style="list-style-type: none">• USDA Controlled Correspondence: Correspondence assigned to the Forest Service by the Office of the Secretary of Agriculture• Natural Resources and the Environment (NRE) Controlled Correspondence: Responses to correspondence prepared at the request of the Office of the Under Secretary for NRE, and Forest Service Controlled Correspondence:• Correspondence from a member of Congress addressed to the Chief of the Forest Service, to individual Forest Service staffs, or to the Congressional Liaison Officer.• Reports listing status of controlled correspondence.• General records regarding the creation, tracking, issuing, storage, and retrieval of correspondence.				
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				
<table border="1"><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 6220</td><td>Forest Service Records Management Handbook</td></tr></tbody></table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 6220	Forest Service Records Management Handbook
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FSH 6209.11, Chapter 40, Filecode 6220	Forest Service Records Management Handbook				
GRS or Superseded Authority Citation	N1-095-10-010 / 62 N1-095-10-010 / 63 N1-095-10-010 / 64				
Disposition Instruction					
Cutoff Instruction	End of fiscal year.				
Retention Period	Destroy 5 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
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