

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0095-2018-0034**  
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                **Records Management**  
Internal agency concurrences will be provided    **No**

**Background Information**

As agency wide record inventories are completed, logs of all permanent records will be pulled out of the overall inventory and stored under this file code. As file plans are created in offices, the information regarding permanent records will follow this record schedule. As the agency moves to electronic records, the Forest Service will be able to identify electronically what records are marked as permanent and will be transferred to NARA - these logs will be filed here. Reports can also be gathered for what has been transferred to the National Archives.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request:

- o N1-95-10-7, item 3
- o N1-95-10-8, item 7

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0034

Sequence Number
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1
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Permanent Records Tracking and Control Disposition Authority Number: DAA-0095-2018-0034-0001
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Records Schedule Items

Sequence Number					
1	<p><b>Permanent Records Tracking and Control</b></p> <p>Disposition Authority Number: <b>DAA-0095-2018-0034-0001</b></p> <p><b>Records used to provide access to and control of permanent records. Included are logs of all permanent records from the overall agency inventory, file plans created in offices, reports of records transferred to the National Archives and Records Administration, reports of records stored onsite, and records inventories.</b></p> <p>Final Disposition <b>Temporary</b></p> <p>Item Status <b>Active</b></p> <p>Is this item media neutral? <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b></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><b>FSH 6209.11, Chapter 40, Filecode 6230</b></td> <td><b>Forest Service Records Management Handbook</b></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction <b>End of fiscal year.</b></p> <p>Retention Period <b>Destroy 40 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval <b>Not Required</b></p>	Manual Citation	Manual Title	<b>FSH 6209.11, Chapter 40, Filecode 6230</b>	<b>Forest Service Records Management Handbook</b>
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<b>FSH 6209.11, Chapter 40, Filecode 6230</b>	<b>Forest Service Records Management Handbook</b>				

### 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
09/12/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
09/13/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
09/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist