

## Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2018-0036  
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                Recreation, Wilderness, and Related Resource Management  
Internal agency concurrences will be provided      No

Background Information            The goal of Recreation, Heritage, Wilderness, and Wild and Scenic Rivers Management is to provide social, economic, and environmental benefits to individuals, families, and communities while preserving and protecting the character for which Recreation, Heritage, Wilderness, and Wild and Scenic River Resources are valued or established. Effective management of Recreation, Heritage, Wilderness, and Wild and Scenic Rivers enhances the experience of the beauty, integrity, ecology, and cultural qualities of places where people recreate in the National Forest System, thereby promoting their physical, mental, and spiritual well-being; their social connectivity and identity; and community vitality for present and future generations.

### 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0095-2018-0036

| Sequence Number |  |
|-----------------|--|
| 1               | Recreation, Wilderness, and Related Resource Management<br>Disposition Authority Number: DAA-0095-2018-0036-0001 |

## Records Schedule Items

| Sequence Number                        |   |                 |              |  |  |
|--|---|-----------------|--------------|--|--|
| 1                                      | <p><b>Recreation, Wilderness, and Related Resource Management</b></p> <p>Disposition Authority Number      DAA-0095-2018-0036-0001</p> <p>Records include correspondence related to policy, direction, and procedures of recreation management and correspondence too broad to file elsewhere in this series. Records also include correspondence, policy, direction, and procedures related to the Campground Host Program, volunteers carrying out campground duties, and other volunteer activities administered in conjunction with the Human Resource Volunteers Program</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 2300</td> <td>Forest Service Records Management Handbook</td> </tr> </table> <p>GRS or Superseded Authority Citation      N1-095-10-002 / 94<br/>N1-095-10-002 / 95</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      end of fiscal year</p> <p>Retention Period                        Destroy 3 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p> | Manual Citation | Manual Title | FSH 6209.11, Chapter 40, Filecode 2300 | Forest Service Records Management Handbook |
| Manual Citation                        | Manual Title  |                 |              |  |  |
| FSH 6209.11, Chapter 40, Filecode 2300 | Forest Service Records Management Handbook  |                 |              |  |  |

### 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                            |