

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0037**
 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 **Procurement Program Management**
 Internal agency concurrences will be provided **No**

Background Information

The objectives of the Forest Service procurement program are to provide Forest Service units with suitable equipment, supplies, and services of the required quality in a timely manner at fair and reasonable prices; provide leadership and assist in efficient management of procurement programs and activities; actively support socioeconomic programs that have been incorporated into the procurement process; develop and maintain a qualified procurement staff through the training of Contract Officers; and develop and maintain a qualified support staff for local procurement programs, including trained contracting officer's representatives (COR's), inspectors, technical personnel to prepare specifications, and procurement support staff.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0037

Sequence Number	
1	Procurement Program Management Records Disposition Authority Number: DAA-0095-2018-0037-0001

Records Schedule Items

Sequence Number						
1	<p>Procurement Program Management Records</p> <p>Disposition Authority Number DAA-0095-2018-0037-0001</p> <p>General correspondence and decisions related to management, policy, interpretation of procurement practices established, with GAO/OGC Opinion. Includes pertinent laws, regulations and translations previously filed under FS file code 6310 and 6320. Also includes reports and procedures for establishment of goals for Small Business Administration, SBA 8(a) Contracts, Women-Owned Businesses and Minority Businesses. Reports submitted to USDA, GSA and Congress which include AD-760, Report of Individual Procurement, SF 281, FPDS-Summary of Contract Actions of \$10,000 or Less and Subcontract Data on Selected Prime contracts.</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%;"> <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 6300</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-095-10-009 / 26 N1-095-10-009 / 27 N1-095-10-010 / 65 N1-095-10-010 / 66</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>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 6300	Forest Service Records Management Handbook
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FSH 6209.11, Chapter 40, Filecode 6300	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