

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0041**

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 **Waste Prevention, Recycling, and Acquisition**

Internal agency concurrences will be provided **No**

Background Information

The Forest Service Waste Prevention, Recycling and Acquisition program aims to address pollution prevention to reduce the quantity of mission critical toxic and hazardous chemicals and materials acquired, used, and managed throughout their life cycle; Increase diversion of solid waste as appropriate and maintain cost-effective waste prevention and recycling programs to comply with USDA; Maintain cost-effective waste prevention and recycling programs in all facilities, and where appropriate, leased facilities; Use environmentally sound practices with respect to the disposition of agency electronic materials and equipment (eWaste) that has reached the end of its useful life; Comply with General Services Administration program guidelines on disposal, including reutilization and donation, entitling retention of proceeds from recycling as well as sale of property related to waste prevention and recycling as indicated in FSH 6509.19, section 18; and identify and expand green purchasing of environmentally sound goods and services including biobased products.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0041

Sequence Number	
1	Recycling and Waste Prevention Administration Disposition Authority Number: DAA-0095-2018-0041-0001
2	Pollution Protection (P2) and Recycling Activities Disposition Authority Number: DAA-0095-2018-0041-0002

Records Schedule Items

Sequence Number					
1	<p>Recycling and Waste Prevention Administration</p> <p>Disposition Authority Number DAA-0095-2018-0041-0001</p> <p>Records include correspondence, progress reports and management reports used to implement, maintain and increase waste prevention, recycling and the acquisition of recycled content and environmentally preferable products and services in support of Forest Service programs and practices. Reports from units that are consolidated and provided to the Washington Office, United States Department of Agriculture, General Services Administration, and Office of Management and Budget. Also includes lists of Green Purchasing Options, including bio, GSA Advantage, and Environmental Protection Agency listed options.</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"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>FSH 6209.11, Chapter 40, Filecode 6460</td><td>Forest Service Records Management Handbook</td></tr></tbody></table> <p>GRS or Superseded Authority Citation N1-95-10-008 / 14 N1-95-10-008 / 15 N1-95-10-008 / 18</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year.</p> <p>Retention Period Destroy 5 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 6460	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 6460	Forest Service Records Management Handbook				
2	<p>Pollution Protection (P2) and Recycling Activities</p> <p>Disposition Authority Number DAA-0095-2018-0041-0002</p>				

Records include correspondence, progress reports and management reports used to implement, maintain and increase: • Local and national pollution prevention campaigns, including hazardous material reduction. • Local and national recycling campaign efforts. • Local and national "Reduce, Reuse, Recycling" (3R) and similar activities and campaigns.

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

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Filecode 6460	Forest Service Records Management Handbook

GRS or Superseded Authority Citation N1-95-10-008 / 16
N1-95-10-008 / 17
N1-95-10-008 / 19

Disposition Instruction

Cutoff Instruction End of fiscal year in which no longer needed for administrative purposes.

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
10/10/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
10/10/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
10/18/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist