Records Schedule: DAA-0095-2018-0042

Records Schedule Number

DAA-0095-2018-0042

Schedule Status

**Approved** 

Agency or Establishment

**Forest Service** 

Record Group / Scheduling Group

Records of the Forest Service

**Request for Records Disposition Authority** 

Records Schedule applies to

Agency-wide

Schedule Subject

Interpretive Service

Internal agency concurrences will

be provided

No

Background Information

Interpretive services aim to provide visitor information services designed to present inspirational, educational, and recreational values to forest visitors in an effort to promote understanding, appreciation. and enjoyment of their forest experience. The objectives of the Interpretive Services program are to forge intellectual and emotional connections between people and the nation's forests and grasslands and community green spaces through meaningful interpretive opportunities: Enhance resource management and ensure the long-term sustainability of landscapes and the conservation of natural and cultural resources: Assist in managing visitor capacity and influencing on-site behavior such as reducing user conflicts, protection of the resource, and enabling visitors to make accurate risk assessments and take appropriate safety precautions; Achieve strategic communication on a variety of resource issues and management practices through interpretive planning, using the best available science, contemporary media, and interdisciplinary collaboration; Provide life-long learning and a variety of fully accessible opportunities for all age groups, on-site, off-site and virtually resulting in repeat visits, volunteerism, and increased understanding of nation's heritage and conservation legacy; and to Establish and provide for a variety of partnerships and opportunities for visitors to become citizen stewards and to contribute to the economic vitality and diversity of local and regional communities.

#### Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
1	0	1	0

### **GAO Approval**







Sequence Number	
	Interpretive Service Program Management Records
	Disposition Authority Number: DAA-0095-2018-0042-0001

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Sequence Number

Interpretive Service Program Management Records

Disposition Authority Number DAA-0095-2018-0042-0001

Records include interpretive activities providing intellectual and emotional connections between people and the nation's forests and grasslands. Records include interpretive displays and signs used within offices, visitor centers or other third party sites, such as a campground or school. Documentation also includes development of site specific facility designs, description of types of interpretive programs being conducted, and the Interpretative Association Report – an internal annual report listing the gross and net sales and loss, new publications donated to the Forest Service, and similar information which is compiled from field unit reports and consolidated in the Washington Office.

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 email and word processing? No

Manual Citation	Manual Title
, · · · · · · · · · · · · · · · · · · ·	Forest Service Records Management Handbook

GRS or Superseded Authority N1-95-10-004 / 176 Citation N1-95-10-004 / 177

N1-95-10-004 / 178

**Disposition Instruction** 

Cutoff Instruction End of fiscal year.

Retention Period Destroy 10 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	Ву	Title	Organization
04/17/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
08/14/2018	Return for Revisio n	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
09/26/2018	Submit For Certific ation	Chandra Allred	Region 2 Records M anager	Region 2 - Resource Information
09/26/2018	Certify	Chandra Allred	Region 2 Records M anager	Region 2 - Resource Information
06/26/2019	Submit for Concur rence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
07/05/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
07/08/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
07/10/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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