

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0043
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 Timber Appraisals
Internal agency concurrences will be provided No

Background Information The objectives of Timber Appraisals are to estimate fair market value for National Forest timber offered for sale; To set an advertised rate that encourages sufficient competition for National Forest System timber that results in values that are fair to both the Government and purchaser; To bring advertised values close to bid values; To ensure that appraisals are sensitive to changes in the market for forest products; To redetermine stumpage values to ensure fair market value is received for timber under contracts of more than 7 years duration.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-6, item 36

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0043

Sequence Number	
1	Timber Appraisal Program Administration Disposition Authority Number: DAA-0095-2018-0043-0001
2	Timber Appraisal Studies Disposition Authority Number: DAA-0095-2018-0043-0002

2

Cutoff Instruction End of fiscal year
Retention Period Destroy 30 year(s) after cutoff

Additional Information

GAO Approval Not Required

Timber Appraisal Studies

Disposition Authority Number DAA-0095-2018-0043-0002

Includes records related to both internal and external studies of appraisals and appraisal methods; as well as records related to studies including index sales involving appraisal data.

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 2420	Forest Service Records Management Handbook

GRS or Superseded Authority Citation N1-95-10-004 / 181
N1-95-10-004 / 187

Disposition Instruction

Cutoff Instruction End of fiscal year in which study ends

Retention Period Destroy 30 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
11/07/2018	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
11/08/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/20/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Executive Summary

Summary

The Department of Agriculture, Forest Service requests disposition authority for records of the Timber Appraisals program. Proposed for temporary disposition are records of correspondence, market trend data, rate and cost tables and studies related to timber value appraisals. These records have temporary value because they were previously appraised as temporary, have little or no research value, are administrative in nature and do not document significant actions of Federal officials.

Permanent Item Numbers

Federal Register Notice	Required
Publication Date	2018-09-04
Copies Requested	2
Comments Received	0

NATIONAL
ARCHIVES

Carmela Wynn <carmela.wynn@nara.gov>

Request for schedules and appraisals (9/4/ FR)

1 message

Request Schedule <request.schedule@nara.gov>
To: MChurgin@law.utexas.edu
Cc: Request Schedule <request.schedule@nara.gov>

Fri, Oct 5, 2018 at 8:16 AM

October 5, 2018

Professor Michael J. Churgin
University of Texas School of Law
727 East Dean Keeton Street
Austin, TX 78705

Dear Professor Churgin:

Attached are the schedules you requested on October 4, 2018:

DAA-0095-2018-0015
DAA-0095-2018-0030
DAA-0095-2018-0043
DAA-0567-2018-0001
DAA-0060-2018-0001
DAA-0358-2017-0003

You have 30 days from the date of this message to submit comments. Comments must be received by **November 5, 2018**. Please address comments to Request.Schedule@nara.gov. If you do not plan on submitting comments, please let us know as soon as possible, so we can expedite processing of the schedules.


MARGARET HAWKINS
Director, Records Management Operations


12 attachments **DAA-0060-2018-0001 Memo 8-09-2018 APPROVED.pdf**
46K **DAA-0095-2018-0015_AppraisalMemo.pdf**
496K **DAA-0095-2018-0030_AppraisalMemo.pdf**
501K **DAA-0060-2018-0001.pdf**
506K **DAA-0095-2018-0015_RecordsSchedule.pdf**
475K **DAA-0095-2018-0030_RecordsSchedule.pdf**
480K **DAA-0358-2017-0003_Appraisal Memo.pdf**
199K **DAA-0358-2017-0003_Record Schedule.pdf**
36K **DAA-0095-2018-0043_AppraisalMemo.pdf**

10/5/2018

National Archives & Records Administration Mail - Request for schedules and appraisals (9/4/ FR)

521K

 **DAA-0095-2018-0043_RecordsSchedule.pdf**
480K

 **DAA-0567-2018-0001 Appraisal.pdf**
866K

 **DAA-0567-2018-0001_Record_Schedule.pdf**
477K



Carmela Wynn <carmela.wynn@nara.gov>

Appraisal and Proposed Schedule

1 message

Churgin, Michael J <MChurgin@law.utexas.edu>
Reply-To: request.schedule@nara.gov
To: Request Schedule <request.schedule@nara.gov>

Thu, Oct 4, 2018 at 12:46 PM

May I please have th appraisal and proposed schedule for the following:

- DAA-0095-2018-0015 -- DOA
- DAA-0095-2018-0030 --
- DAA-0095-2018-0043 --
- DAA-0567-2018-0001 -- DHS
- DAA-0060-2018-0001 -- DOJ
- DAA-0358-2017-0003 -- FMC

My address is below.

Thank you,
MJChurgin

=====

Michael J. Churgin (512) 232 - 1330
 University of Texas School of Law FAX: 512.471.6988
 727 East Dean Keeton Street
 Austin, Texas 78705 mchurgin@mail.law.utexas.edu

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 You received this message because you are subscribed to the Google Groups "Request Schedule" group.
 To unsubscribe from this group and stop receiving emails from it, send an email to request.schedule+unsubscribe@nara.gov.
 For more options, visit <https://groups.google.com/a/nara.gov/d/optout>.

FINAL REVIEW FORM

Job Number: DAA-0095-2018-0043

Date Sent: 08/30/2018

Date Received: _____

Date Due: 09/21/2018

TO: SHU Core Team Member/Other SHU: Silvia Arguello, silvia.arguello@nara.gov

Return to ACRA Contact: Carla Simms, carla.simms@nara.gov

This schedule is transmitted for review of the appraisal and schedule.

Summary/Final Review

Have all issues raised on the Initial Review Form and through other contacts during the appraisal process been satisfactorily addressed?

Yes No

Explain all "No" answers:

Are all descriptions, disposition statements, and transfer instructions acceptable?

Yes No

Does SHU Core Team Member/Other SHU Representative concur with final version of the schedule? If "No," attach a separate memorandum explaining reason for non-concurrence.

Yes No

Stakeholder Final Action:

Unit concurs with the understanding that all the changes proposed in the appraisal memo are made, if any are recommended.

Concur Do Not Concur

Signature Field : Scott Roley

Digitally signed by Scott Roley
DN: cn=Scott Roley, o=National T&D, ou=APOT,
email=scott.roley@nara.gov, c=US
Date: 2018.08.19 07:48:12 -0700

Date: _____

NATIONAL
ARCHIVES

Ann Gillette <ann.gillette@nara.gov>

Request for schedules and appraisals (9/4 FR)

request.schedule@nara.gov <request.schedule@nara.gov>
To: Russ Kick <russkick@gmail.com>
Cc: Request Schedule <request.schedule@nara.gov>

Fri, Sep 7, 2018 at 11:41 AM

September 7, 2018

Mr. Russ Kick
PO Box 36914
Tucson, AZ 85740

Dear Mr. Kick:

Attached are the schedules you requested on September 5, 2018:

DAA-0095-2018-0015
DAA-0095-2018-0022
DAA-0095-2018-0029
DAA-0095-2018-0030
DAA-0095-2018-0031
DAA-0095-2018-0033
DAA-0095-2018-0038
DAA-0095-2018-0040
DAA-0095-2018-0041
DAA-0095-2018-0043
DAA-0560-2017-0021
DAA-0060-2018-0001






You have 30 days from the date of this message to submit comments. Comments must be received by **October 8, 2018**. Please address comments to Request.Schedule@nara.gov. If you do not plan on submitting comments, please let us know as soon as possible, so we can expedite processing of the schedule.






We have not completed the appraisal of the below schedules. When we have done so, we will provide them to you and you will have 30 days to submit comments.

DAA-0358-2017-0003
DAA-0567-2018-0001

MARGARET HAWKINS
Director, Records Management Operations

24 attachments

-  **DAA-0060-2018-0001 Memo 8-09-2018 APPROVED.pdf**
46K
-  **DAA-0060-2018-0001.pdf**
506K
-  **DAA-0095-2018-0015_AppraisalMemo.pdf**
496K
-  **DAA-0095-2018-0015_RecordsSchedule.pdf**
475K
-  **DAA-0095-2018-0022 FR.pdf**
460K

-  **DAA-0095-2018-0029_AppraisalMemo.pdf**
496K
-  **DAA-0095-2018-0029_RecordsSchedule.pdf**
475K
-  **DAA-0095-2018-0030_AppraisalMemo.pdf**
501K
-  **DAA-0095-2018-0030_RecordsSchedule.pdf**
480K
-  **DAA-0095-2018-0031_AppraisalMemo.pdf**
485K
-  **DAA-0095-2018-0031_RecordsSchedule.pdf**
474K
-  **DAA-0095-2018-0033_AppraisalMemo.pdf**
546K
-  **DAA-0095-2018-0033_RecordsSchedule.pdf**
480K
-  **DAA-0095-2018-0038_AppraisalMemo.pdf**
563K
-  **DAA-0095-2018-0038_RecordsSchedule.pdf**
475K
-  **DAA-0095-2018-0040_AppraisalMemo.pdf**
564K
-  **DAA-0095-2018-0040_RecordsSchedule.pdf**
475K
-  **DAA-0095-2018-0041_AppraisalMemo.pdf**
587K
-  **DAA-0095-2018-0041_RecordsSchedule.pdf**
480K
-  **DAA-0095-2018-0043_AppraisalMemo.pdf**
521K
-  **DAA-0095-2018-0043_RecordsSchedule.pdf**
480K
-  **DAA-0560-2017-0021 Memo APPROVED 8-17-2018.pdf**
50K
-  **DAA-0560-2017-0021.pdf**
539K
-  **Structured Appraisal Memo DAA-0095-2018-0022.pdf**
530K

NATIONAL
ARCHIVES

Ann Gillette <ann.gillette@nara.gov>

requesting schedules and appraisals

Russ Kick <russkick@gmail.com>
Reply-To: request.schedule@nara.gov
To: Request Schedule <request.schedule@nara.gov>

Wed, Sep 5, 2018 at 6:28 PM

Dear Ms. Hawkins--

I would like to receive all proposed schedules and appraisals listed here:
https://www.regulations.gov/document?D=NARA_FRDOC_0001-0733

DAA-0095-2018-0015

DAA-0095-2018-0022

DAA-0095-2018-0029

DAA-0095-2018-0030

DAA-0095-2018-0031

DAA-0095-2018-0033

DAA-0095-2018-0038

DAA-0095-2018-0040

DAA-0095-2018-0041

DAA-0095-2018-0043

DAA-0567-2018-0001

DAA-0560-2017-0021

DAA-0060-2018-0001

DAA-0358-2017-0003

Thank you for your help,

Russ Kick

--

You received this message because you are subscribed to the Google Groups "Request Schedule" group.
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For more options, visit <https://groups.google.com/a/nara.gov/d/optout>.

KF 8/15/18



NATIONAL ARCHIVES

NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001

www.archives.gov

Date: August 14, 2018
Appraiser: Carla Simms, ACR
Agency: US Forest Service
Subject: DAA-0095-2018-0043

INTRODUCTION

Schedule Overview Timber Appraisals

Additional Background Information

The objectives of Timber Appraisals are to estimate fair market value for National Forest timber offered for sale; To set an advertised rate that encourages sufficient competition for National Forest System timber that results in values that are fair to both the Government and purchaser; To bring advertised values close to bid values; To ensure that appraisals are sensitive to changes in the market for forest products; To redetermine stumpage values to ensure fair market value is received for timber under contracts of more than 7 years duration.

This records schedule consolidates and updates previously approved records schedule items related to the development, management and review of the timber appraisals program.

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

Item 0001: Timber Appraisal Program Administration

Item 0002: Timber Appraisal Studies

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- * Previously approved as temporary. [(Item 0001: N1-095-10-004 / 180; N1-095-10-004 / 182; N1-095-10-004 / 183; N1-095-10-004 / 184; N1-095-10-004 / 185; N1-095-10-004 / 186; N1-095-10-006 / 35) (Item 0002: N1-095-10-004 / 181; N1-095-10-004 / 187)]
- * Has little or no research value. The records are administrative in nature and do not warrant permanent retention once the business needs of the agency have been met.
- * Does not document significant actions of Federal officials.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved



Carla Simms
Appraiser

Re: DAA-0095-2018-0043

1 message

Carla Simms <carla.simms@nara.gov>
To: "Allred, Chandra S -FS" <csallred@fs.fed.us>

Tue, Aug 14, 2018 at 2:28 PM

Thank you for that confirmation. I made the correction and also added the background information to the schedule (attached).

Thank you,
Carla Simms
Appraisal Archivist
Records Management Operations (ACR3)
National Archives and Records Administration
(301) 837-1897

On Tue, Aug 14, 2018 at 12:53 PM, Allred, Chandra S -FS <csallred@fs.fed.us> wrote:

Good Morning Carla

Yes that was incorrectly listed, here is the correct info:

Sub-Heading	Description	Superseded Records Retention Schedules
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	Description	Superseded Records Retention Schedules
	<p>Records include:</p> <ul style="list-style-type: none"> • Appraisal Data: General program correspondence, including correspondence and comments related to the management of the timber appraisal program. • General Information: Records related to all price and cost components or factors involved in the timber appraisal. • Price, Supply, and Demand Trends: Data series, graphic displays, background material, historical and projected trends, correspondence and other records pertaining to market conditions and appraisal relationships. • Profits, Stumpage, and Base Period: Correspondence and other records related to the development and use of profits and risk, stumpage value and base periods, and vase period value appraisal items. • Rate Redetermination, Damage Appraisal, and Stumpage Rate: Correspondence and other records, including instructions, related to rate determination, damage, comparison, standard price appraisals, and stumpage rate adjustments. • Reports: Development of appraisals and appraisal reports not covered in individual timber sale case records. • Selling Values and Costs: Development of tables, graphs, and instructions for use of selling values and production cost appraisal items. <p>Note 1: Create subject files as needed. Cut-off: End of FY. Retention/Disposition: Temporary, dispose of records 30 years after cut-off.</p>	<p>N1-95-10-4, items 180, 182, 183, 184, 185, and 186; N1-95-10-6, item 35</p>
<p>Timber Appraisal Studies</p>	<p>Includes records related to both internal and external studies of appraisals and appraisal methods; as well as records related to studies including index sales involving appraisal data.</p> <p>Note 1: Create subject files as needed. Cut-off: End of FY in which study ends. Retention/Disposition: Temporary, dispose of records 30 years after cut-off.</p>	<p>N1-95-10-4, items 181 and 187</p>

Chandra



Chandra S Allred
Acting FS National Records Officer

Forest Service

WO - Office of Regulatory and Management Services

p: 970-456-5402
 csallred@fs.fed.us

1400 Independence Ave., SW
Washington, DC 20250
www.fs.fed.us



Caring for the land and serving people

From: Carla Simms [mailto:carla.simms@nara.gov]
Sent: Tuesday, August 14, 2018 10:35 AM
To: Allred, Chandra S -FS <csallred@fs.fed.us>
Subject: DAA-0095-2018-0043

Hi Chandra,

For schedule DAA-0095-2018-0043, Timber Appraisal:

Is this Background Information correct for these records:

The objectives of timber appraisal are to estimate fair market value for National Forest timber offered for sale; To set an advertised rate that encourages sufficient competition for National Forest System timber that results in values that are fair to both the Government and purchaser; To bring advertised values close to bid values; To ensure that appraisals are sensitive to changes in the market for forest products; To redetermine stumpage values to ensure fair market value is received for timber under contracts of more than 7 years duration.

- Item -0001, Timber Appraisal Program Administration, lists N1-95-10-4, Item 181 in the list of superseded authorities. However, this authority is actually superseded in Item -0002, Timber Appraisal Studies. I just wanted to confirm that this was correct and that it can be removed as a superseded authority in item 0001.

Thank you,

Carla Simms


Appraisal Archivist

Records Management Operations (ACR3)

National Archives and Records Administration

(301) 837-1897

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 **DAA-0095-2018-0043_RecordsSchedule.pdf**
20K

INITIAL REVIEW FORM

Job Number: DAA-0095-2018-0043

Date Sent: 05/14/2018

Date Received: _____

Date Due: 06/04/2018

TO: SHU Core Team Member/Other SHU: David Castillo (David.Castillo@nara.gov)

Return to ACRA Contact: Carla Simms (carla.simms@nara.gov)

Phone Number: 7-1897

Room: 2200

REQUIRED FIELD

ACRA Comments/ Request for Assistance:

[Empty rectangular box for ACRA comments]

Results of Initial Review. Provide additional comments/suggestions for any "No" answers on a separate attachment. Refer to questions by number:

- 1. Organization(s) creating the records is clear? Yes No
- 2. Series descriptions adequate and clear? Yes No
- 3. Do "big bucket" items or supplemental information (crosswalk) clearly spell out all the records covered by each item? N/A Yes No
- 4. Does schedule or supplemental information (crosswalk if big bucket schedule) provide adequate information on format and media issues? Yes No
- 5. Are proposed dispositions appropriate? Yes No
- 6. Are proposed disposition statements clear? Yes No
- 7. Is age of transfer for permanent records acceptable? N/A Yes No
- 8. If available from the agency, is date span and volume information present? N/A Yes No
- 9. If applicable, are related finding aids/ indexes on the schedule? N/A Yes No
- 10. Additional comments/suggestions Yes No

Core/Other SHU wishes to participate in appraisal visit

Contact: _____

Core/Other SHU WAIVES Review [optional to answer 1-9 above]

Core/Other SHU Wants to Review Appraisal [must answer 1-9 above]

Signature Field: DAVID CASTILLO Digitally signed by DAVID CASTILLO Date: 2018.06.01 09:34:16 -04'00'

Date: 6/1/18

INITIAL REVIEW FORM

Job Number: DAA-0095-2018-0043

Date Sent: 05/14/2018

Date Received: _____

Date Due: 06/04/2018

TO: SHU Core Team Member/Other SHU: Silvia Arguello (silvia.arguello@nara.gov)

Return to ACRA Contact: Carla Simms (carla.simms@nara.gov)

Phone Number: 7-1897

Room: 2200

REQUIRED
FIELD

ACRA
Comments/
Request for
Assistance:

Results of Initial Review. Provide additional comments/suggestions for any "No" answers on a separate attachment.

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- 7. Is age of transfer for permanent records acceptable? N/A Yes No
- 8. If available from the agency, is date span and volume information present? N/A Yes No
- 9. If applicable, are related finding aids/ indexes on the schedule? N/A Yes No
- 10. Additional comments/suggestions Yes No

Core/Other SHU wishes to participate in appraisal visit

Contact: _____

Core/Other SHU WAIVES Review
[optional to answer 1-9 above]

Core/Other SHU Wants to Review Appraisal
[must answer 1-9 above]

Signature Field: Silvia Arguello
Digitally signed by Silvia Arguello
DN: cn=Silvia Arguello, o=AFOT, ou=National T&D,
email=silvia.arguello@nara.gov, c=US
Date: 2018.05.23 08:50:51 -0600

Date: 5/23/2018

INITIAL REVIEW FORM

Job Number: DAA-0095-2018-0043

Date Sent: 05/14/2018

Date Received: 05/14/2018

Date Due: 06/04/2018

TO: SHU Core Team Member/Other SHU: Brett Abrams (Brett.Abrams@nara.gov)

Return to ACRA Contact: Carla Simms (carla.simms@nara.gov)

Phone Number: 7-1897

Room: 2200

REQUIRED
FIELD

ACRA
Comments/
Request for
Assistance:

Results of Initial Review. Provide additional comments/suggestions for any "No" answers on a separate attachment. Refer to questions by number:

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- 10. Additional comments/suggestions Yes No

Core/Other SHU wishes to participate in appraisal visit

Contact: _____

Core/Other SHU WAIVES Review
[optional to answer 1-9 above]

Core/Other SHU Wants to Review Appraisal
[must answer 1-9 above]

Signature Field: Brett L. Abrams Digitally signed by Brett L. Abrams
Date: 2018.05.16 13:07:15 -04'00'

Date: 05/16/2018