

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Records Schedule Items

Sequence Number						
1	Timber Appraisal Program Administration					
	Disposition Authority Number DAA-0095-2018-0043-0001					
	<p>Records include: •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>					
	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				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <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 2420</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 2420	Forest Service Records Management Handbook
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 / 180 N1-95-10-004 / 182 N1-95-10-004 / 183 N1-95-10-004 / 184 N1-95-10-004 / 185 N1-95-10-004 / 186 N1-95-10-006 / 35				
	Disposition Instruction					

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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