

## Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2018-0044  
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                Finance and Accounting  
Internal agency concurrences will be provided      No

**Background Information**

The objectives of Finance and Accounting are to comply with all applicable laws, regulations, and requirements which the Department, Government Accountability Office, Department of the Treasury, Office of Management and Budget, and other regulatory Federal agencies and Departments may issue relative to the financial administration, control, and operation of the Government's fiscal affairs and to provide the maximum fiscal support to all authorized programs of the Forest Service, including advice on methods of handling new and unusual situations within available authorities.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-10, items 88, 91

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0044

Sequence Number	
1	Batch Control and Transmittal Disposition Authority Number: DAA-0095-2018-0044-0001

### Records Schedule Items

Sequence Number						
1	<p><b>Batch Control and Transmittal</b></p> <p>Disposition Authority Number      DAA-0095-2018-0044-0001</p> <p>Records consist of forms associated with Forest Service financial batch control and transmittal activities. As of 10/1/2017, the following forms are retained under this records schedule item: • FS-6500-160: This form tracks the number of records to be sent from one location to another and certifies the specific number of documents sent. • Form FS-6500-161: This form certifies the number of records sent or transmitted and received at National Computer Center at Kansas City (NCC_KC). • FS-6500-214: This form is used by FS employees and contractors to apply for access to Agency databases. Completed FS-6500-214 is an essential record and contains PII and other information protected by information protected by statute. Restrict access.</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 6500</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 6500	Forest Service Records Management Handbook
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	<p>GRS or Superseded Authority Citation      N1-95-10-010 / 85 N1-95-10-010 / 86</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      End of fiscal year.</p> <p>Retention Period                        Destroy 10 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>					

## 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
05/30/2018	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
05/31/2018	Submit For Certification	Chandra Allred	Region 2 Records Manager	Region 2 - Resource Information
06/04/2018	Certify	Chandra Allred	Region 2 Records Manager	Region 2 - Resource Information
11/01/2018	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
11/01/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist