

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0095-2018-0045**  
 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                      **Commercial Timber Sales**  
 Internal agency concurrences will be provided      **No**

**Background Information**

The objective of Commercial Timber Sales is to plan and conduct cost-effective timber sales and other timber management activities. Commercial Timber Sales aims to provide an orderly program at each National Forest for timber sales managed in a cost-efficient manner and in accordance with the forest plan; Offer for sale the allowable sale quantity by the sales methods specified in Forest Land and Resource Management plans, subject to financing levels or other modification during their implementation; Coordinate the Timber Sale program with planning, management, and the use of other National Forest System resources; Provide a continuous flow of raw material to local forest industries; and Ensure that the government only conducts business with responsible persons in a manner that protects the interests of both the government and the public.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-4, item 191; N1-95-10-6, items 38, 39

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0045

Sequence Number	
1	Commercial Timber Sales Program Administrative Records Disposition Authority Number: DAA-0095-2018-0045-0001



Disposition Instruction

Cutoff Instruction

End of fiscal year in which administrative use ceases.

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
11/01/2018	Submit for Concurrency	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