

## Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2018-0047  
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                Designating, Cruising, Scaling, and Accountability  
Internal agency concurrences will be provided      No

Background Information                The policy of Designating, Cruising, Scaling and Accountability states that in preparing and administering timber sales, sale officials must use a practical and efficient method of timber designation; Ensure that timber cruising specifications fit the method of sale, whether the payment basis depends on the cruise estimate or scaling after felling; Ensure that only designated trees are cut; Provide for effective accounting of logs and trees sold; and Ensure that protected trees and resources are undamaged.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0047

Sequence Number	
1	Designating, Cruising, Scaling, and Accountability Management Disposition Authority Number: DAA-0095-2018-0047-0001

**Records Schedule Items**

Sequence Number					
1	<p><b>Designating, Cruising, Scaling, and Accountability Management</b></p> <p>Disposition Authority Number      DAA-0095-2018-0047-0001</p> <p>Records pertain to the following timber management activities: •Designation: Marking individual trees or units of trees to carry out the silvicultural prescriptions.            •Development of marking rules, programs, scaling handbooks and procedures.            •General correspondence and other records related to the basic authority and policy for designation and measuring trees and forest products, including descriptions of criteria for presale measurement sales. •Cruising, scaling, and other records related to the measurement systems involved in cruising, tree measurement sales, and scaling and measurement certifications. •Check Scale and Log Accountability Reports which contain volume determination records for presale and scaling needs.</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%; 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 2440</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      N1-95-10-004 / 195            N1-95-10-004 / 196            N1-95-10-004 / 197            N1-95-10-004 / 198            N1-95-10-004 / 199</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                        End of fiscal year in which administrative use ceases.</p> <p>Retention Period                         Destroy 30 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval                              Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 2440	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 2440	Forest Service Records Management Handbook				

### 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