

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0095-2018-0048**  
 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                **Systems Management - National and Departmental Standards**  
 Internal agency concurrences will be provided      **No**

**Background Information**

The objective in the management of Forest Service systems is to maximize the effectiveness and the efficiency of systems that support Agency mission and programs. This is done by carrying out a hierarchy of subordinate objectives which include: Optimize systems effectiveness in supporting Forest Service Management and Operational requirements; Maximize productivity of human resources required for systems operations and development; and Develop systems to fulfill future Forest Service program requirements.

As part of Systems Management, Standards will be established to achieve efficiency, effectiveness, and/or compatibility for hardware, telecommunications, software, data bases, and other systems activities.

**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0048

Sequence Number	
1	Systems Management - National and Departmental Standards Disposition Authority Number: DAA-0095-2018-0048-0001

## Records Schedule Items

Sequence Number						
1	<p><b>Systems Management - National and Departmental Standards</b></p> <p>Disposition Authority Number      DAA-0095-2018-0048-0001</p> <p>Includes general correspondence, budget reports, plans, reviews, approvals and rate computation worksheets. Correspondence with other agencies and the Department of Agriculture about the Federal Processing Standards (FIPS), American National Standards Institute (ANSI), International Standards Organization (ISO), Departmental Information Processing Standards (DIPS), or other standards programs.</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 6600</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 6600	Forest Service Records Management Handbook
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	<p>GRS or Superseded Authority Citation      N1-95-10-010 / 105 N1-95-10-010 / 106</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      End of fiscal year.</p> <p>Retention Period                      Destroy 5 year(s) after cutoff</p> <p>Additional Information</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
04/19/2018	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
04/20/2018	Submit For Certification	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
04/20/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
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