

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Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Systems Management - National and Departmental Standards

Disposition Authority Number

DAA-0095-2018-0048-0001

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.

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 email and word processing? No

Manual Citation	Manual Title
	Forest Service Records Management Handbook

GRS or Superseded Authority

Citation

N1-95-10-010 / 105

N1-95-10-010 / 106

Disposition Instruction

Cutoff Instruction

End of fiscal year.

Retention Period

Destroy 5 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	Ву	Title	Organization
04/17/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
04/19/2018	Return for Revisio n	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
04/20/2018	Submit For Certific ation	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 Concur rence	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 Servic es	National Records Management Program - ACNR Records Management Services
11/05/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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