

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0049
 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 Timber Sale Contract Administration
 Internal agency concurrences will be provided No

Background Information The objective of the Timber Sale Contract Administration program is to attain full compliance with contract terms. Forest Service contract representatives must request no more and accept no less from the purchaser than what the timber sale contract requires; must fully document, in writing, all designations of responsibilities and authorities, specifications, contract modifications, sale design changes, and other agreements with the timber sale contract purchaser; must administer timber sale contracts fairly, firmly, and cooperatively; have delegated authority to take actions under the contract; and must manage timber sales in keeping with multiple-use policies and decisions documented in the forest planning process.

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, items 202, 203; N1-95-10-6, item 41

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0049

Sequence Number	
1	Timber Sale Contract Administration Program Management Records Disposition Authority Number: DAA-0095-2018-0049-0001

Records Schedule Items

Sequence Number						
1	<p>Timber Sale Contract Administration Program Management Records</p> <p>Disposition Authority Number DAA-0095-2018-0049-0001</p> <p>Records pertain to general timber sale contract administration program management including: Records related to the development of new or revised provisions, contract and permit forms; General documentation associated with timber sale contract administration, including policies, procedures and correspondence; and Records related to the preparation and interpretation of standard contract and permit forms.</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"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>FSH 6209.11, Chapter 40, Filecode 2450</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 2450	Forest Service Records Management Handbook
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	<p>GRS or Superseded Authority Citation N1-95-10-004 / 200 N1-95-10-004 / 201 N1-95-10-006 / 40</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>					

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