

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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