

## 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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<br>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                            |