

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0050
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 Safety and Occupational Health
Internal agency concurrences will be provided No

Background Information The objectives of the Forest Service Safety and Occupational Health Program objectives are to protect people against accidental injury, death, or occupational exposure to health hazards and to protect property from damage or loss due to Forest Service operations and to increase Forest Service operational efficiency and effectiveness by providing a safe and healthy work environment, and by reducing personal injuries, equipment damage, and tort claims.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0095-2018-0050

| Sequence Number | |
|-----------------|---|
| 1 | Safety and Occupational Health Program Management, Promotions, and Reporting Disposition Authority Number: DAA-0095-2018-0050-0001 |

Records Schedule Items

| Sequence Number | | | | | |
|---|---|-----------------|--------------|---|---|
| 1 | <p>Safety and Occupational Health Program Management, Promotions, and Reporting</p> <p>Disposition Authority Number DAA-0095-2018-0050-0001</p> <p>Includes records regarding program management, program promotions, reporting and accomplishments, including reports on mitigating hazards, procedures designed to protect Forest Service personnel and the public, and documentation of a check-in/check-out program. Promotional items include flyers, small business cards and generic safety posters, often purchased from a third party.</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 6700</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-95-10-010 / 143</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> | Manual Citation | Manual Title | FSH 6209.11, Chapter 40, Filecode 6700 | Forest Service Records Management Handbook |
| Manual Citation | Manual Title | | | | |
| FSH 6209.11, Chapter 40, Filecode 6700 | Forest Service Records Management Handbook | | | | |

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 |
| 12/11/2018 | Submit for Concurrency | Carla Simms | Archives Specialist | National Archives and Records Administration - Records Management Operations |
| 12/12/2018 | Concur | Kate Flaherty | Appraiser | National Archives and Records Administration - ACRA |
| 12/17/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 12/18/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |