

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Safety and Occupational Health Program Management, Promotions, and Reporting</b></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"> <thead> <tr> <th>Manual Citation</th> <th>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>		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					
	<p>GRS or Superseded Authority Citation      N1-95-10-010 / 143</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      End of fiscal year.</p> <p>Retention Period                      Destroy 5 year(s) after cutoff</p> <p><b>Additional Information</b></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
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