

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0095-2018-0059**

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                      **Special Uses Administration**

  

Internal agency concurrences will be provided      **No**

**Background Information**                      **The Forest Service issues special-use authorizations, which are legal documents such as a permit, term permit, lease, or easement, which allows occupancy, use, rights, or privileges of agency land. The authorization is granted for a specific use of the land for a specific period of time. It is policy of the Special Uses Administration to base fees for special uses on an analysis of the market rental values for similar uses in the area and use individual appraisals, fee schedules based on market evidence, and competitive bidding as appropriate to determine fair market value.**

**Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-2, items 121, 122; N1-95-10-4, items 247, 250**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0095-2018-0059

Sequence Number	
1	<b>Special Use Permit Cases</b> Disposition Authority Number: DAA-0095-2018-0059-0001

**Records Schedule Items**

<b>Sequence Number</b>					
1	<p><b>Special Use Permit Cases</b></p> <p>Disposition Authority Number      DAA-0095-2018-0059-0001</p> <p><b>Case files include active authorizations, superseded authorizations, financial analyses on the same facility, correspondence and reports. Records also include case files for other activities or improvements that are not deemed to be significant, such as signs, mailboxes and vendors.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?          <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 2720</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation                                  <b>N1-95-10-004 / 248 N1-95-10-004 / 249</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>End of fiscal year in which case file closed.</b></p> <p>Retention Period                        <b>Destroy 10 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 2720	Forest Service Records Management Handbook
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### 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
05/14/2019	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
05/16/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/16/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/18/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist