

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0066
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 Minerals and Geology Certification
Internal agency concurrences will be provided No

Background Information The objectives of the minerals and geology certification programs are to promote increased competence and professionalism, maintain an effective professional and technically competent workforce that is knowledgeable of geologic characteristics of mineral deposits, techniques of mineral exploration and development, mineral laws, regulations, and policies. Forest Service personnel who administer locatable minerals and oil and gas resources shall be certified in the program areas in which they work. An individual may hold multiple certifications and the duties and responsibilities of a certification panel member shall be an element in their annual performance plan.

•Associated FS-Mission specific records retention schedule items currently approved by NARA that are not included as part of this request: N1-95-10-3, item 42

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0066

Sequence Number	
1	Certifications of Mineral Administrators, Examiners, and Oil and Gas Resource Specialists Disposition Authority Number: DAA-0095-2018-0066-0001

Records Schedule Items

Sequence Number		
1	<p>Certifications of Mineral Administrators, Examiners, and Oil and Gas Resource Specialists</p> <p>Disposition Authority Number DAA-0095-2018-0066-0001</p> <p>Records include individual applications and related records created in obtaining certification for Local Mineral Administrators, Mineral Examiners and Review Mineral examiners, and Oil and Gas Resource Specialists.</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>	
	Manual Citation	Manual Title
	FSH 6209.11, Chapter 40, Filecode 2890	Forest Service Records Management Handbook
	GRS or Superseded Authority Citation	N1-95-10-003 / 43 N1-95-10-003 / 44 N1-95-10-003 / 45
	Disposition Instruction	
	Cutoff Instruction	End of fiscal year in which certification revoked or expires.
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required

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
06/26/2019	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
07/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/08/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist