

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0067**
 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 **Invasive Species**
 Internal agency concurrences will be provided **No**

Background Information

The goal of the USDA Forest Service invasive species program is to reduce, minimize, or eliminate the potential for introduction, establishment, spread, and impact of invasive species across all landscapes and ownerships. Using inventory data collected from a variety of sources, the Forest Service develops estimates of the size of targeted infestations and the rate of spread for those species or groups of species to determine the extent and progression of invasive species that have been introduced into aquatic and terrestrial ecosystems. Sometimes considered the “second line of defense” after prevention, early detection and rapid response (EDRR) is a critical component of any effective invasive species management program. When new invasive species infestations are detected, a prompt and coordinated containment and eradication response can reduce environmental and economic impacts. This action results in lower cost and less resource damage than implementing a long-term control program after the species is established.

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, items 49, 50; N1-95-10-5, items 14a, 14b, 14c, 14d

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0067

Sequence Number	
1	Non-Native Invasive Species Program Administrative Records Disposition Authority Number: DAA-0095-2018-0067-0001
2	Invasive Species Inventory, Treatment, and Early Detection and Rapid Response (EDRR) Disposition Authority Number: DAA-0095-2018-0067-0002

Records Schedule Items

Sequence Number					
1	<p>Non-Native Invasive Species Program Administrative Records</p> <p>Disposition Authority Number DAA-0095-2018-0067-0001</p> <p>Administrative records pertaining to management of the National Forest System Invasive Species Program, including budget and performance activities. Includes general non-native invasive species records not retained under another 2900 item, such as criteria, practices, programs, policies, directives, budget reports and other publications related to non-native invasive species program performance and budget formulation and execution.</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%; 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 2900</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-95-10-003 / 46 N1-95-10-003 / 47</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year.</p> <p>Retention Period Destroy 25 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 2900	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 2900	Forest Service Records Management Handbook				
2	<p>Invasive Species Inventory, Treatment, and Early Detection and Rapid Response (EDRR)</p> <p>Disposition Authority Number DAA-0095-2018-0067-0002</p> <p>Records include: •Inventory and Treatment: Program inventory and treatment data management activities documentation, and other data dealing with the collection and reporting of information related to NFS invasive species inventory and treatment activities •EDRR: Documentation, including program specific</p>				

correspondence, inventories and surveys, associated with non-native (exotic) invasive species prevention, and EDRR activities. Exclusion: File all native insect and disease records under 3400.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Filecode 2900	Forest Service Records Management Handbook

GRS or Superseded Authority Citation N1-95-10-003 / 48
N1-95-10-003 / 51

Disposition Instruction

Cutoff Instruction End of fiscal year in which administrative use ends.

Retention Period Destroy 25 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
04/19/2018	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
04/19/2018	Submit For Certification	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
04/20/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
06/26/2019	Submit for Concurrence	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