

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0068
Schedule Status Modified Approved Version

Agency or Establishment Forest Service
Record Group / Scheduling Group Records of the Forest Service
Records Schedule applies to Agency-wide
Schedule Subject Engineering Operations Administration Records
Internal agency concurrences will be provided No

Background Information Records will include engineering administrative documents developed for guidance to employees and contractors. These documents include guidance for creating signs/posters, cartographic specifications and symbols, driver-operator guides. Office of record is agency-wide

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0068

Sequence Number

1	Engineering Operations Administration Records Disposition Authority Number: DAA-0095-2018-0068-0001
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Records Schedule Items

Sequence Number						
1	Engineering Operations Administration Records					
	Disposition Authority Number	DAA-0095-2018-0068-0001				
	General records associated with engineering management activities, including records pertaining to cooperators, not covered elsewhere in this schedule.					
	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				
	<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 7100</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 7100	Forest Service Records Management Handbook
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FSH 6209.11, Chapter 40, Filecode 7100	Forest Service Records Management Handbook					
	GRS or Superseded Authority Citation	N1-95-10-009 / 44 N1-95-10-010 / 149				
	Disposition Instruction					
	Cutoff Instruction	end of fiscal year in which administrative use ceases				
	Retention Period	Destroy 5 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
05/08/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
05/09/2018	Submit For Certification	Chandra Allred	Region 2 Records Manager	Region 2 - Resource Information
05/11/2018	Certify	Chandra Allred	Region 2 Records Manager	Region 2 - Resource Information
08/20/2018	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/01/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
10/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/03/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist