

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0071
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 Management Improvement Administration
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0071

Sequence Number	
1	Patent Case Files Disposition Authority Number: DAA-0095-2018-0071-0001
2	Management Improvement Program Disposition Authority Number: DAA-0095-2018-0071-0002

Records Schedule Items

Sequence Number					
1	<p>Patent Case Files</p> <p>Disposition Authority Number DAA-0095-2018-0071-0001</p> <p>Contains documentation such as search and application reports from patent attorney, NTIS-303 form from the inventory, and other records related to the patent process; and associated general correspondence related to the patent and patent process.</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 1340</td><td>Forest Service Records Management Handbook</td></tr></tbody></table> <p>GRS or Superseded Authority Citation N1-95-10-4 / 15 N1-95-10-4 / 16</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year in which case is closed.</p> <p>Retention Period Destroy 20 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 1340	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 1340	Forest Service Records Management Handbook				
2	<p>Management Improvement Program</p> <p>Disposition Authority Number DAA-0095-2018-0071-0002</p> <p>Records document management improvement activities designed to increase effectiveness and/or efficiency of FS operations, promote consciousness about reducing costs while maintaining acceptable level of quality programs and services, allocation of staff time to priority improvement efforts, elimination of duplication of effort, and access to and use of results; documentation of critical review and analysis if any resource or support program, activity, system, or procedures;</p>				

proposals, projects and pilots, and implementation of value management. Includes employee suggestions.

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 1340	Forest Service Records Management Handbook

GRS or Superseded Authority Citation
N1-95-10-3 / 6
N1-95-10-3 / 7
N1-95-10-4 / 13
N1-95-10-4 / 14

Disposition Instruction

Cutoff Instruction End of fiscal year in which case file closed.

Retention Period Destroy 10 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
04/18/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
10/03/2019	Submit for Concurrency	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
10/10/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/15/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/17/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist