

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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



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GRS or Superseded Authority Citation  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