

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0095-2018-0072**  
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                **Knowledge Sharing and Conservation**  
Internal agency concurrences will be provided    **No**

Background Information            **Associated FS-Mission specific records retention schedule items currently approved by NARA that are NOT included as part of this request: N1-95-10-5, items 2a, 2b  
Current retention period is 25 years, but Forest Service Knowledge Sharing and Conservation program manager concurs with decreasing retention to 7 years.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0072

Sequence Number	
1	KSC Program Management Disposition Authority Number: DAA-0095-2018-0072-0001
2	KSC Projects and Studies Disposition Authority Number: DAA-0095-2018-0072-0002



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 1390	Forest Service Records Management Handbook

GRS or Superseded Authority Citation N1-95-10-3 / 12  
N1-95-10-3 / 16

**Disposition Instruction**

Cutoff Instruction End of fiscal year in which project case files closed or administrative use ceases.

Retention Period Destroy 7 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