

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0073
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 Office of Inspector General Audits
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0073

Sequence Number

1

Internal and OIG Audits

Disposition Authority Number: DAA-0095-2018-0073-0001

Records Schedule Items

Sequence Number						
1	<p>Internal and OIG Audits</p> <p>Disposition Authority Number DAA-0095-2018-0073-0001</p> <p>Includes audit reports maintained by case file, corrective action correspondence related to the audit and general correspondence.</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 1430</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 1430	Forest Service Records Management Handbook
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	<p>GRS or Superseded Authority Citation N1-95-10-2 / 19 N1-95-10-4 / 21</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year in which case is closed.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>					

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
12/19/2018	Submit for Concurrency	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
02/08/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/12/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/13/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist