

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0074**
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 **Cooperative Forestry Assistance Reviews**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0074

Sequence Number

1

Cooperative Forestry Program and Management Review Case Files Disposition Authority Number: DAA-0095-2018-0074-0001
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Records Schedule Items

Sequence Number		
1	<p>Cooperative Forestry Program and Management Review Case Files</p> <p>Disposition Authority Number DAA-0095-2018-0074-0001</p> <p>Cooperative Program and Management Review Case files include the review report, corrective action plan and follow-up correspondence until action is completed and case is closed. Series also includes general correspondence generated in the office of record but not related to a specific review.</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>	
	Manual Citation	Manual Title
	FSH 6209.11, Chapter 40, Filecode 1460	Forest Service Records Management Handbook
	<p>GRS or Superseded Authority Citation N1-95-10-2 / 21 N1-95-10-2 / 22 N1-95-10-2 / 23</p>	
	Disposition Instruction	
	Cutoff Instruction	End of fiscal year in which case is closed.
	Retention Period	Destroy 8 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
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