

## Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2018-0075  
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                Environmental Compliance Program  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0075

Sequence Number
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1
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Environmental Compliance Program Case Files Disposition Authority Number: DAA-0095-2018-0075-0001
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## Records Schedule Items

Sequence Number						
1	<p><b>Environmental Compliance Program Case Files</b></p> <p>Disposition Authority Number      DAA-0095-2018-0075-0001</p> <p>Correspondence and records pertaining to the administration of the Environmental Compliance program, which provides compliance, restoration, abandoned mine lands hazard mitigation, and compliance audit services to USFS units so that they can administer programs and activities in a manner that protects forest ecosystems, the agency workforce, and visitors to the National Forest Lands; internal and external environmental compliance audits and reviews; documentation of employee training programs; checklists or other appropriate documentation of completed environmental compliance reviews; and significant findings and corrective actions taken.</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 1480</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 1480	Forest Service Records Management Handbook
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	<p>GRS or Superseded Authority Citation      N1-95-10-3 / 18 N1-95-10-3 / 19</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      End of fiscal year in which audit is complete.</p> <p>Retention Period                      Destroy 10 year(s) after cutoff</p> <p><b>Additional Information</b></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
12/06/2018	Submit for Concurrency	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
12/10/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
12/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist