

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0077

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 Public Service Programs

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0095-2018-0077

| Sequence Number | |
|-----------------|--|
| 1 | Public Service Program Management Disposition Authority Number: DAA-0095-2018-0077-0001 |

Records Schedule Items

| | | |
|-----------------|--|---|
| Sequence Number | | |
| 1 | Public Service Program Management Disposition Authority Number DAA-0095-2018-0077-0001 Records generated during planning and preparation for employees and volunteers to interact with the public through public service programs such as the HOST program; to include general correspondence, annual action plans, and other records concerning being responsive and courteous to the general public. 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 1520 | Forest Service Records Management Handbook |
| | GRS or Superseded Authority Citation | N1-95-10-2 / 25 N1-95-10-3 / 20 |
| | Disposition Instruction | |
| | Cutoff Instruction | End of fiscal year. |
| | Retention Period | Destroy 3 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 |