

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0095-2018-0081**  
 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 Involvement Programs**  
 Internal agency concurrences will be provided      **No**

**Background Information**

The Forest Service Public Involvement Program is an organized effort to ensure public involvement in Forest Service planning and decision-making processes. The Forest Service conducts public involvement activities in order to accommodate the public's desire to know about Forest Service plans and proposals and to obtain the public's views, to encourage public involvement in planning and decision making, to become aware of and respond to the values expressed by the public and to reach all affected and interested publics, especially underserved communities. As part of public involvement, the Forest Service uses the Woodsy Owl Environmental Program as a public service campaign to promote wise use of the environment and programs which foster maintenance and improvement of environmental quality.

Associated FS-Mission specific records retention schedule items currently approved by NARA that are NOT included as part of this request: N1-95-10-4, item 50

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0095-2018-0081

Sequence Number	
1	Public Involvement Program Management Disposition Authority Number: DAA-0095-2018-0081-0001
2	Woodsy Owl Environmental Program, Licenses, and Contracts Disposition Authority Number: DAA-0095-2018-0081-0002

## Records Schedule Items

Sequence Number					
1	<p><b>Public Involvement Program Management</b></p> <p>Disposition Authority Number      DAA-0095-2018-0081-0001</p> <p><b>Materials related to collection, analysis, and evaluation of comments from the public; for example, letters, response forms, petitions, and so forth; records related to Forest Service public involvement programs, including public involvement activities and techniques, to include methods and activities for accomplishing public involvement; plans and correspondence for preparation of future events; outdoor programs (such as tree planting events) involving cooperation with the public regarding the environment, supplements, revisions, speeches and demonstration or "Show-me" trip information, background papers related to establishing direction and/or standards, COEP Cooperative Agreements and Memorandums of Understanding, and other correspondence related to future and established programs such as: • Conservation Education Program • Cooperative Activities with Group Contacts, Cooperative Outdoor Environmental Programs (COEP) • Natural Resource and Environmental Education Program (NREEP)</b></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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>FSH 6209.11, Chapter 40, Filecode 1620</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      N1-95-10-004 / 43             N1-95-10-004 / 46             N1-95-10-004 / 48             N1-95-10-004 / 49             N1-95-10-004 / 51             N1-95-10-004 / 52             N1-95-10-004 / 53             N1-95-10-004 / 54</p> <p>Disposition Instruction</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 1620	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 1620	Forest Service Records Management Handbook				

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Cutoff Instruction                      End of fiscal year in which Agreement/MOU expires, project ends, or case file is closed.  
Retention Period                        Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

**Woodsy Owl Environmental Program, Licenses, and Contracts**

Disposition Authority Number        DAA-0095-2018-0081-0002

**Records include vendor licenses and contracts for use of Woodsy Owl character, and correspondence on items informing the public environmental cleanup projects and licensing program.**

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 1620	Forest Service Records Management Handbook

GRS or Superseded Authority Citation        N1-95-10-004 / 44  
N1-95-10-004 / 45

**Disposition Instruction**

Cutoff Instruction                        End of fiscal year in which vendor ceases to participate in the Woodsy Owl program and licenses/ contracts expire.

Retention Period                        Destroy 5 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
06/26/2019	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
07/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/08/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist