

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0083

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 Library Administration

Internal agency concurrences will be provided No

Background Information The National Forest Service Library provides information services, access to e-journals and bibliographic databases, current literature alerting services, and a full range of document delivery and Interlibrary Loan (ILL) services to Forest Service employees.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0083

Sequence Number	
1	Library Administration Disposition Authority Number: DAA-0095-2018-0083-0001

Records Schedule Items

Sequence Number						
1	Library Administration					
	Disposition Authority Number	DAA-0095-2018-0083-0001				
	Includes correspondence and related records, such as reference aid forms, requests for library services and inventory of library holdings, pertaining to library management and service functions. Records also include English version of material (on Forestry) originally published in some other language, such as French, Spanish, German.					
	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				
	<table border="1" style="width: 100%;"> <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 1670</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 1670	Forest Service Records Management Handbook
Manual Citation	Manual Title					
FSH 6209.11, Chapter 40, Filecode 1670	Forest Service Records Management Handbook					
	GRS or Superseded Authority Citation	N1-95-10-002 / 51 N1-95-10-002 / 52				
	Disposition Instruction					
	Cutoff Instruction	End of fiscal year in which no longer needed for administrative use.				
	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
04/20/2018	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