

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>FSH 6209.11, Chapter 40, Filecode 1670</td> <td>Forest Service Records Management Handbook</td> </tr> </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 |