## **Request for Records Disposition Authority**

**Records Schedule Number** 

DAA-0095-2018-0091

**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

**Land Management Planning** 

Internal agency concurrences will

be provided

No

**Background Information** 

Associated FS-Mission specific records retention schedule items currently approved by NARA that are NOT included as part of this

request:

o N1-95-10-2, items 73, 74, 75, 76

o N1-95-10-6, items 14, 15, 16, 17, 18, 19, 20

#### **Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	· · · · · · · · · · · · · · · · · · ·	Number of Withdrawn Disposition Items
2	0	2	0

#### **GAO Approval**

## Outline of Records Schedule Items for DAA-0095-2018-0091

Sequence Number	
1	Land Management Planning Program Administration Records Disposition Authority Number: DAA-0095-2018-0091-0001
2	Land Management Planning Criteria and Comments Disposition Authority Number: DAA-0095-2018-0091-0002

#### Records Schedule Items

#### Sequence Number

1

Land Management Planning Program Administration Records

Disposition Authority Number DAA-0095-2018-0091-0001

Land management planning program administration records pertaining to the following subjects: • Coastal Zone Management: Coordination, monitoring, review, and implementation of state programs for management of coastal zones, particularly as they apply to federal activities per Coastal Zone Management Act as amended; • General program administration records; • National Forest Monitoring and Evaluation: Documentation of procedural requirements, the results of all field forest plan monitoring activities and the evaluation of information; • National Forest Planning: correspondence and information related to forest planning including communication between RO and NF, and between WO and RO. File final National Forest Plan and any amendments under National Forest Decision Documents; • National Forest Planning Criteria: Evaluation and decision criteria and process criteria applied throughout the planning process; correspondence, and documentation records mainly between the SO and the interdisciplinary team; • Regional Monitoring and Evaluation: Written procedural requirements, results of monitoring activities and evaluation of information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered No by this item currently exist in

electronic format(s) other thanemail and word processing?

Manual Citation	Manual Title
· · · · · · · · · · · · · · · · · ·	Forest Service Records Management Handbook

GRS or Superseded Authority N1-095-10-4/ 121 Citation N1 005 10 4/ 124

N1-095-10-4/ 124 N1-095-10-4/ 125 N1-095-10-4/ 126

N1-095-10-4/ 127 N1-095-10-6/ 13

**Disposition Instruction** 

Cutoff Instruction Cutoff end of fiscal year

2

Records Schedule: DAA-0095-2018-0091

Retention Period Destroy 25 year(s) after cutoff

Additional Information

GAO Approval Not Required

Land Management Planning Criteria and Comments

Disposition Authority Number DAA-0095-2018-0091-0002

Records pertain to land management planning criteria and comments received, including: National Forest Public Comments: Comments that must be considered in the development of plans, and correspondence documenting response and status information; RARE II Public Comments: Comments and suggestions from the public concerning areas proposed for wilderness designation; Regional Planning – Public Comments: Comments from the public which must be considered in the development of regional plans, and correspondence documenting response and status information; Regional Planning Criteria: Evaluation and decision criteria and processes criteria, correspondence, and documentation records; between the interdisciplinary team and the Regional Forester.

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 email and word processing?

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Fileçode 1920	Forest Service Records Management Handbook

GRS or Superseded Authority N1-095-10-2/ 77
Citation N1-095-10-2/ 78

N1-095-10-2/ 78 N1-095-10-4/ 122 N1-095-10-4/ 123

Disposition Instruction

Cutoff Instruction Cutoff end of fiscal year in which the case or project

file is closed.

Retention Period Destroy 25 year(s) after cutoff

No

Additional Information

GAO Approval Not Required

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# **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	Ву	Title	Organization
04/20/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
05/14/2019	Submit for Concur rence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/16/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
05/16/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
05/18/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist