

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0099
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 Equipment Development Records
Internal agency concurrences will be provided No

Background Information Records will include equipment development technology creating equipment, systems, materials, processes, techniques and procedures function more efficiently, effectively and safely. Office of record will be agency-wide

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 5 | 0 | 5 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0099

| Sequence Number | |
|-----------------|---|
| 1 | Equipment Development Records |
| 1.1 | Equipment Development Program Records Disposition Authority Number: DAA-0095-2018-0099-0001 |
| 1.2 | General Equipment Development Records Disposition Authority Number: DAA-0095-2018-0099-0002 |
| 1.3 | Facilities Equipment Development Records Disposition Authority Number: DAA-0095-2018-0099-0003 |
| 1.4 | Equipment Development Project Records Disposition Authority Number: DAA-0095-2018-0099-0004 |
| 1.5 | Equipment Development Reports Disposition Authority Number: DAA-0095-2018-0099-0005 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Equipment Development Records Includes progress reports and final reports on projects developed and tested by Equipment Development Centers (EDCs). Includes general correspondence relating to equipment development, test, trial and standardizations, programs, projects, buildings, laboratory and facilities. Records about program activities including budget matters and specific project assigned for development and testing.</p> |
| 1.1 | <p>Equipment Development Program Records Disposition Authority Number DAA-0095-2018-0099-0001 Records about program activities including budget matters. 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</p> <p>Disposition Instruction Cutoff Instruction End of fiscal year in which administrative use ceases Retention Period Destroy 20 year(s) after cutoff</p> <p>Additional Information GAO Approval Not Required</p> |
| 1.2 | <p>General Equipment Development Records Disposition Authority Number DAA-0095-2018-0099-0002 Includes general correspondence relating to equipment development, test, and standardizations, programs, projects, and facilities not covered elsewhere in this schedule. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in</p> |

1.3

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation N1-095-10-010 /156

Disposition Instruction

Cutoff Instruction End of fiscal year in which administrative use ceases.

Retention Period Destroy 20 year(s) after cutoff

Additional Information

GAO Approval Not Required

Facilities Equipment Development Records

Disposition Authority Number DAA-0095-2018-0099-0003

Records pertaining to the buildings, laboratory and other equipment used by the EDCs.

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

GRS or Superseded Authority Citation N1-095-10-010 /155

Disposition Instruction

Cutoff Instruction End of fiscal year in which administrative use ceases.

Retention Period Destroy 20 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.4

Equipment Development Project Records

Disposition Authority Number DAA-0095-2018-0099-0004

All records relating to a specific project assigned for development and testing case folders by projects.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

1.5

| | |
|---|---|
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| GRS or Superseded Authority Citation | N1-095-10-010 /158 |
| Disposition Instruction | |
| Cutoff Instruction | End of fiscal year in which administrative use ceases |
| Retention Period | Destroy 20 year(s) after cutoff |
| Additional Information | |
| GAO Approval | Not Required |
| Equipment Development Reports | |
| Disposition Authority Number | DAA-0095-2018-0099-0005 |
| Includes progress reports and final reports on projects developed and tested by EDCs. | |
| 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 |
| GRS or Superseded Authority Citation | N1-095-10-010 /159 |
| Disposition Instruction | |
| Cutoff Instruction | End of fiscal year in which administrative use ceases |
| Retention Period | Destroy 20 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 |
|------------|--------------------------|------------------|---|--|
| 04/17/2018 | Certify | Monica McGee | Records Officer | Forest Service - WO - ORMS - CRM |
| 05/08/2018 | Return for Revision | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 05/09/2018 | Submit For Certification | Chandra Allred | Region 2 Records Manager | Region 2 - Resource Information |
| 05/11/2018 | Certify | Chandra Allred | Region 2 Records Manager | Region 2 - Resource Information |
| 05/15/2018 | Return for Revision | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 05/15/2018 | Submit For Certification | Chandra Allred | Region 2 Records Manager | Region 2 - Resource Information |
| 05/17/2018 | Certify | Chandra Allred | Region 2 Records Manager | Region 2 - Resource Information |
| 09/19/2018 | Submit for Concurrence | Carly Docca | Archives Specialist | National Archives and Records Administration - ACRA |
| 10/01/2018 | Concur | Kate Flaherty | Appraiser | National Archives and Records Administration - ACRA |
| 10/02/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 10/03/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |