

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0099
Schedule Status Modified Approved Version

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 No GRS or Superseded Authority Citation N1-095-10-010 /157 Disposition Instruction Cutoff Instruction End of fiscal year in which administrative use ceases Retention Period Destroy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</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</p>

1.3	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 /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.	
1.4	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
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	

1.5	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 /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