

## Request for Records Disposition Authority

Records Schedule Number      DAA-0095-2018-0101  
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                Survey Program General Administrative Records  
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: N1-95-10-7, item 8

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0101

Sequence Number	
1	Survey Program General Administrative Records Disposition Authority Number: DAA-0095-2018-0101-0001

## Records Schedule Items

<b>Sequence Number</b>						
1	<b>Survey Program General Administrative Records</b>					
	Disposition Authority Number	DAA-0095-2018-0101-0001				
	<p>Records pertaining to the Forest Service survey program, including: •General Records: Correspondence and other documentation, regarding location, marking, and posting of lines. •Remonumentation: Organize by type, such as Forest Service, BLM, private, and other. •Reports: Records include individual survey reports for each land survey documenting how the land survey as completed and pertinent facts and information supporting the survey plat; as well as annual reports on survey activities and associated supporting documentation.</p>					
	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 7150</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 7150	Forest Service Records Management Handbook
Manual Citation	Manual Title					
FSH 6209.11, Chapter 40, Filecode 7150	Forest Service Records Management Handbook					
	GRS or Superseded Authority Citation	N1-95-10-10, item 179 N1-95-10-10, item 180 N1-95-10-10, item 181				
	<b>Disposition Instruction</b>					
	Cutoff Instruction	End of fiscal year in which records no longer needed for administrative or legal purposes.				
	Retention Period	Destroy 10 year(s) after cutoff				
	<b>Additional Information</b>					
	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

<b>Date</b>	<b>Action</b>	<b>By</b>	<b>Title</b>	<b>Organization</b>
04/17/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
08/20/2018	Submit for Concurrency	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