

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0102

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 Signs and Posters

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: N1-95-10-10, item 185

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0102

Sequence Number

1

Sign and Poster Program Administration Records
Disposition Authority Number: DAA-0095-2018-0102-0001

Records Schedule Items

Sequence Number

1 Sign and Poster Program Administration Records

Disposition Authority Number DAA-0095-2018-0102-0001

Records include correspondence and other documentation pertaining to all Forest Service signs and posters (cardboard, metal, wood, plastic) whether on roads, trails, airports, portals, recreational area, use, or for informational, educational, or regulatory purposes. Also includes records pertaining to: •Sign and Poster Guidelines: Including one copy of each version of the Sign and Poster Guidelines for the Forest Service (EM 7100-15), which contains additional requirements for signs and traffic control devices used on National Forest System lands. •Sign Installation, Inspection, and Maintenance: All records relating to sign installation, inspection, and maintenance activities. •Sign Planning: The development and maintenance of the Sign and Poster Guidelines for the Forest Service (EM 7100-15); as well as any sign plan developed at any scale. Sign plans done in conjunction with road or site construction or reconstruction should be retained with the specific construction or reconstruction documents. Exclusion: File records pertaining to procurement under the appropriate 6300 file code item.

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

Manual Citation	Manual Title
FSH 6209.11, Chapter 40, Filecode 7160	Forest Service Records Management Handbook

GRS or Superseded Authority Citation N1-95-10-7, item 9
 N1-95-10-10, item 182
 N1-95-10-10, item 183
 N1-95-10-10, item 184

Disposition Instruction

Cutoff Instruction End of fiscal year in which records are no longer needed for administrative or legal purposes

Retention Period Destroy 10 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
08/20/2018	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