

Request for Records Disposition Authority

Records Schedule Number **DAA-0095-2018-0104**
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 **Aerial Adventure Course Records**
Internal agency concurrences will be provided **No**

Background Information **The Forest Service sets forth direction for engineering support for special uses authorizations at ski areas, organizational camps and resorts for aerial adventure courses, and natural resource-based recreation facilities engineered and designed for recreation activities.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0104

Sequence Number	
1	Aerial Adventure Course Records
	Disposition Authority Number: DAA-0095-2018-0104-0001

Records Schedule Items

Sequence Number						
1	Aerial Adventure Course Records					
	Disposition Authority Number	DAA-0095-2018-0104-0001				
	Includes documentation associated with monitoring (including audits) of aerial adventure courses authorized by a special use authorization. Records include documentation of actions taken to address concerns relating to public health, safety, and the environment. Create case files for permits. Include documentation of permit holder's compliance with applicable safety standards and technical requirements in the special use authorization for planning, location, design, manufacture, installation, maintenance, operation, modification, and auditing.					
	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%; border-collapse: collapse;"> <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 7330</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table>		Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 7330	Forest Service Records Management Handbook
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FSH 6209.11, Chapter 40, Filecode 7330	Forest Service Records Management Handbook					
	Disposition Instruction					
	Cutoff Instruction	End of fiscal year in which special use permit expires or is otherwise discontinued.				
	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 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