

## Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0108

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 Travel Management

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: N1-95-10-9, item 78

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0108

Sequence Number	
1	Travel Management Program Administration and Reports
	Disposition Authority Number: DAA-0095-2018-0108-0001

## Records Schedule Items

Sequence Number					
1	<p><b>Travel Management Program Administration and Reports</b></p> <p>Disposition Authority Number     DAA-0095-2018-0108-0001</p> <p>Records, including reports and supporting documentation analyzing risk factors pertaining to a proposed designation of a road for motorized mixed use signed by a qualified engineer and presented to the responsible official. The report may identify alternatives, as well as risks associated with those alternatives, for mitigation of factors contributing to the probability and severity of crashes. Also includes records not covered elsewhere in the records schedule for 7700 series.</p> <p>Final Disposition                     Temporary</p> <p>Item Status                             Active</p> <p>Is this item media neutral?         Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     No</p> <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 7700</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation     N1-95-10-10, item 205 N1-95-10-10, item 206</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                     end of fiscal year</p> <p>Retention Period                     Destroy 10 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval                         Not Required</p>	Manual Citation	Manual Title	FSH 6209.11, Chapter 40, Filecode 7700	Forest Service Records Management Handbook
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FSH 6209.11, Chapter 40, Filecode 7700	Forest Service Records Management Handbook				

## 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
08/28/2018	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