

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0110
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 Transportation System Development
Internal agency concurrences will be provided No

Background Information

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3 | 0 | 3 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0110

| Sequence Number | |
|-----------------|---|
| 1 | General Transportation System Development Program Administration Disposition Authority Number: DAA-0095-2018-0110-0001 |
| 2 | General Administrative Records for Transportation System Structures, Intermodal Transportation, and Specifications Programs Disposition Authority Number: DAA-0095-2018-0110-0002 |
| 3 | Road and Highway Construction and Preconstruction Projects Disposition Authority Number: DAA-0095-2018-0110-0003 |

Records Schedule Items

| Sequence Number | | | | | |
|---|---|-----------------|--------------|---|---|
| 1 | <p>General Transportation System Development Program Administration</p> <p>Disposition Authority Number DAA-0095-2018-0110-0001</p> <p>Records not covered by other records retention schedules pertaining to transportation development, transportation program management, road construction, and road preconstruction.</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%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>FSH 6209.11, Chapter 40, Filecode 7720</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-95-10-8, item 29 N1-95-10-9, item 82 N1-95-10-10, item 211 N1-95-10-10, item 212</p> <p>Disposition Instruction</p> <p>Cutoff Instruction end of fiscal year</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> | Manual Citation | Manual Title | FSH 6209.11, Chapter 40, Filecode 7720 | Forest Service Records Management Handbook |
| Manual Citation | Manual Title | | | | |
| FSH 6209.11, Chapter 40, Filecode 7720 | Forest Service Records Management Handbook | | | | |
| 2 | <p>General Administrative Records for Transportation System Structures, Intermodal Transportation, and Specifications Programs</p> <p>Disposition Authority Number DAA-0095-2018-0110-0002</p> <p>Records pertaining to general transportation system development program, including: •General Structures •Intermodal Transportation development of air, water, and other alternative transportation systems (trails, water, airfields, and so forth). •Specifications, including documentation related to development of standard specifications, including National and Regional supplemental specifications.</p> | | | | |

Exclusion 1: Documents associated with a specific site, project, or special project specifications should be kept with the project record and are not retained under this records schedule item. Exclusion 2: Actual specifications are retained in an electronic database that is scheduled separately from this 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 7720 | Forest Service Records Management Handbook |

GRS or Superseded Authority Citation N1-95-10-9, item 83
N1-95-10-9, item 84
N1-95-10-10, item 215

Disposition Instruction

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

Additional Information

GAO Approval Not Required

Road and Highway Construction and Preconstruction Projects

Disposition Authority Number DAA-0095-2018-0110-0003

Records documenting forest highway and road (construction and preconstruction) projects and activities

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 |
|-----------------|--------------|
| | |

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| | |
|---|---|
| FSH 6209.11, Chapter 40, Filecode 7720 | Forest Service Records Management Handbook |
|---|---|

GRS or Superseded Authority N1-95-10-10, item 210
Citation N1-95-10-10, item 218
N1-95-10-10, item 214

Disposition Instruction

Cutoff Instruction End of fiscal year in which project ends
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 |
|------------|------------------------|------------------|---|--|
| 04/18/2018 | 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 |