

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0111
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 Road System Operations and Maintenance
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 221

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2018-0111

Sequence Number	
1	General Administrative Records for Road System Operations and Maintenance Programs Disposition Authority Number: DAA-0095-2018-0111-0001
2	Road System Operations and Maintenance Activities, Expenditures, Plans, and Studies Disposition Authority Number: DAA-0095-2018-0111-0002

Records Schedule Items

Sequence Number					
1	<p>General Administrative Records for Road System Operations and Maintenance Programs</p> <p>Disposition Authority Number DAA-0095-2018-0111-0001</p> <p>Documentation includes all records related to road system operations and maintenance not covered elsewhere, including records pertaining to traffic counts.</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="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>FSH 6209.11, Chapter 40, Filecode 7730</td> <td>Forest Service Records Management Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-95-10-10, item 218 N1-95-10-10, item 226</p> <p>Disposition Instruction</p> <p>Cutoff Instruction end of fiscal year</p> <p>Retention Period Destroy 20 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 7730	Forest Service Records Management Handbook
Manual Citation	Manual Title				
FSH 6209.11, Chapter 40, Filecode 7730	Forest Service Records Management Handbook				
2	<p>Road System Operations and Maintenance Activities, Expenditures, Plans, and Studies</p> <p>Disposition Authority Number DAA-0095-2018-0111-0002</p> <p>Road system operations and maintenance records pertaining to: •Engineering motorized mixed-use studies and traffic engineering studies for sign warrants. •COOP Work and CWFS Expenditures, including documentation relating to road maintenance plans. •Annual road maintenance plans •Operation and maintenance activities associated with intermodal transportation routes including trail maintenance, water facility maintenance, airfield maintenance, and airfield maintenance. •Condition inspection reports. •General Emergency Relief for Federal</p>				

Owned Roads program administered by the Federal Highway Administration that provides funding for repair and reconstruction of federally-owned roads and trails damaged or destroyed by natural disasters over a wide area or by catastrophic failures from external causes. •Road design records necessary to advise operation and maintenance decisions. •Development of Road Management Objectives (RMO).

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 7730	Forest Service Records Management Handbook

GRS or Superseded Authority Citation
 N1-95-10-8, item 31
 N1-95-10-10, item 216
 N1-95-10-10, item 217
 N1-95-10-10, item 219
 N1-95-10-10, item 220
 N1-95-10-10, item 222
 N1-95-10-10, item 223
 N1-95-10-10, item 224

Disposition Instruction

Cutoff Instruction End of fiscal year in which project, study, or activity (collection of funds, planning period, and so forth) ends, plan is superseded, or road decommissioned

Retention Period Destroy 20 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