

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2020-0001

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 Environmental Policies and Procedures

Internal agency concurrences will be provided No

Background Information This records schedule is submitted to update information originally approved on Records Schedule DAA-0095-2017-0001, Documentation related to Forest Service National Environmental Policy Act (NEPA) activities, Environmental Impact Statements (EIS), Item DAA-0095-2017-0001-0001. This item was originally approved for electronic records only. However, since the approval of that schedule in 2017, it has been found that many records are still in paper format housed in Forest Service offices. This schedule update reflects the correct media neutral format of the records. It is estimated that the Forest Service began the transition from paper to electronic record keeping for these NEPA related records around the year 2004.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0095-2020-0001

Sequence Number	
1	Environmental Impact Statement (EIS)
1.1	File Code 1950 - Environmental Policies and Procedures - Environmental Impact Statements (EIS) Disposition Authority Number: DAA-0095-2020-0001-0001
1.2	Documentation Used in Drafting Environmental Impact Statements Disposition Authority Number: DAA-0095-2020-0001-0002

Records Schedule Items

Sequence Number					
1	<p>Environmental Impact Statement (EIS)</p>				
1.1	<p>File Code 1950 - Environmental Policies and Procedures - Environmental Impact Statements (EIS)</p> <p>Disposition Authority Number DAA-0095-2020-0001-0001</p> <p>Documentation related to Forest Service National Environmental Policy Act (NEPA) Environmental Impact Statements (EIS) project files, including but not limited to: Final EIS (FEIS), Record of Decision (ROD), and all documents used in drafting of the ROD. Also includes supporting documents such as published notices of intent (NOI) and notices of availability (NOA), and official Draft EIS (DEIS) distributed to public for comment. Excludes EIS records associated with rule making and forest planning activities; such records are to be retained under the appropriate records retention categories. Also excludes EIS comments, which are scheduled at DAA-0095-2017-0001-0002.</p> <p>Final Disposition Permanent</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</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 1909.15</td> <td>National Environmental Policy Act Handbook</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation DAA-0095-2017-0001-0001</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close project record when record of decision signed.</p> <p>Transfer to Inactive Storage Transfer analog paper records dated 2004 to Present to FRC immediately upon approval of this records schedule. Retain electronic records in agency designation repository until eligible for transfer to the National Archives</p>	Manual Citation	Manual Title	FSH 1909.15	National Environmental Policy Act Handbook
Manual Citation	Manual Title				
FSH 1909.15	National Environmental Policy Act Handbook				

Transfer to the National Archives for Accessioning

Transfer analog paper records dated prior to 2004 to the National Archives immediately upon approval of this records schedule. Transfer all other records to the National Archives 15 years after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
Several years of legacy records will be part of the initial transfer

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	10 MB
Paper	2500 Cubic feet	100 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.2

Documentation Used in Drafting Environmental Impact Statements

Disposition Authority Number **DAA-0095-2020-0001-0002**

Source GIS files, maps, and all other documents used in the preparation of the DEIS including individual reports and comments from Agency specialists, Interdisciplinary Team (IDT) meeting notes, EIS supplemental statements, mitigation action plans (MAP) and other documentation used in the drafting of the DEIS.

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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File Code 1950	
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GRS or Superseded Authority
Citation

DAA-0095-2017-0001-0001

Disposition Instruction

Cutoff Instruction

Cutoff when final Environmental Impact Statement
file record of decision is signed.

Retention Period

Destroy 3 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
10/29/2019	Certify	Chandra Allred	Region 2 Records Manager	Region 2 - Resource Information
01/22/2020	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
03/24/2020	Return for Revision	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
03/24/2020	Submit For Certification	Jeannette Williams	National Records Officer	ORMS - ORMS
03/24/2020	Certify	Jeannette Williams	National Records Officer	ORMS - ORMS
04/16/2021	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
04/28/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/03/2021	Return to Submitter	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/05/2021	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/13/2021	Submit for Concurrence	Carla Simms	Archives Specialist	National Archives and Records Administration

				- Records Management Operations
05/25/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/26/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/26/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist