Schedule Number: N1-095-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

These records are presumed destroyed.

Date Reported: 1/18/2022
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**To:** National Archives and Records Administration (NIR)  
Washington, DC 20408

1. **FROM (Agency or establishment):**  
Department of Agriculture

2. **MAJOR SUBDIVISION:**  
Forest Service

3. **MINOR SUBDIVISION:**  
Office of Information Resources Management

4. **NAME OF PERSON WITH WHOM TO CONFER:** Leslie Crawford  
**TELEPHONE:** 703-605-1581

6. **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 on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies.

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**DATE RECEIVED:** 2/21/01

**ARCHIVIST OF THE UNITED STATES:**

**SIGNATURE OF AGENCY REPRESENTATIVE:** Leslie Crawford  
**TITLE:** Forest Service Records Officer

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**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

**1. Computer Century Conversion (Y2K) Records**

Records related to the initiative undertaken to ensure that Forest Service automated systems would continue to function reliably when the date changed to the year 2000. The project related to systems operated by all offices and regions of the Forest Service.  

PERMANENT. Transfer to NARA in January 2005.

**2. Fire & Aviation Management System Records.**

Records that document the structure and interaction of the multiple Federal, State and local agency systems, databases and networks that comprise the Fire & Aviation Management System. Includes assessment of individual applications/databases; end-to-end test plans, results and reports; and chart of interaction of multi-agency networks, including Forest Service, National Weather Service, National Information Technology Center, Wildland Fire Fighting, National Park Service, Bureau of Land Management, and various State and local agencies. Specific databases tested for Y2K code functioning are: Red Card (staffing), AMIS (aircraft), FireState (fire information), and ICBS (equipment).

PERMANENT. Transfer to NARA in January 2005.

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Revised schedule attached; authorized by Leslie Crawford 4/2/01

**STANDARD FORM 115 (REV. 3-91)**

Prescribed by NARA 36 CFR 1228

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115-109 **PREVIOUS EDITION NOT USABLE**
Computer Century Conversion (Y2K) Records

1. Records associated with the one-time implementation of the Y2K project. See NOTE. Includes records documenting risk assessment/mitigation (including subject matter expert input); repair/replacement activities; testing, validation, and verification of automated systems; final approval of software, applications and equipment, and re-implementation of systems. Also includes training and briefing materials; and records related to the concurrent shutdown of an outdated Data General computer system and transfer of automated systems to a new IBM platform.

(a) Recordkeeping copies maintained by office managing overall agency Y2K compliance effort.

   TEMPORARY. Cutoff files at project completion. Destroy 5 years after cutoff.

(b) All other copies.

   TEMPORARY. Cutoff files at project completion. Destroy 1 year after cutoff.

(c) Electronic versions of Y2K records created by electronic mail and word processing applications.

   TEMPORARY. Delete when file copy is generated and added to a recordkeeping system, or when no longer needed for reference or updating, whichever is later.

NOTE: The Y2K conversion project related to systems operated by all offices and regions of the Forest Service. The majority of records have been filed under other existing file codes, specifically Computer Management Plans (6209.11/6600-1-2, Permanent), Disaster Planning (6209.11/1590-2-1, Temporary), National Fire Planning (6209.11/5190-3, Temporary), and Purchase Orders (6209.11/6310-3, Temporary).