Schedule Number: N1-095-02-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

N1-095-05-002 supersedes items 1A, 1B, and 1C.
DAA-GRS-2016-0016-0002 supersedes 1D.

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

**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**From (Agency or establishment):**  
U.S. Department of Agriculture

1. **DATE RECEIVED**

2. **MAJOR SUBDIVISION**  
Forest Service

3. **MINOR SUBDIVISION**

4. **NAME OF PERSON WITH WHOM TO CONFER**  
Mary Ann Ball

5. **TELEPHONE NUMBER**  
703-605-4572

6. **TELEPHONE NUMBER**

7. **ITEM NO.**  
5180

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**  
Fire Reports. Fire reports and related information documenting the history of individual fires. Records may include report forms, project fire packages, photos, maps, monitoring data, fiscal documents, daily logs, situation analyses, and other information showing fire location, causes, methods of suppression, costs, weather conditions, etc.

   (a) Record Copy:  
   PERMANENT. Cutoff end of calendar year. Transfer to off site storage.  
   OFFSITE  
   Offer to NARA 20 years after cutoff.  
   Note: Record copy generally maintained in the Forest Supervisor’s Office but in some Forests may be maintained at Ranger District Offices.

   (b) Record Copy maintained in Riverside Fire Lab (Riverside, CA) and Intermountain Fire Sciences Lab (Missoula, MT):  
   PERMANENT. Cutoff end of calendar year. Offer to NARA 20 years after cutoff.

   (c) All other copies not covered by items (a) and (b) above

9. **GRS OR SUPERSEDED JOB CITATION**  
N1-95-88-2

10. **ACTION TAKEN**

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**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

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**SIGNATURE OF AGENCY REPRESENTATIVE**  
Mary Ann Ball  
4/15/02

**TITLE**  
National Records Officer

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**STANDARD FORM 115 (REV. 3-91)**  
Prescribed by NARA 36 CFR 1228

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**PREVIOUS EDITION NOT USABLE**  
115-109
Temporary. Cutoff at end of calendar year. Destroy when 10 years old.

(d) Electronic mail and word processing system copies.

(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Delete within 180 days after the recordkeeping copy has been produced.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Delete when dissemination, revision, or updating is complete.