

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-095-02-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/08/2002</i>	
1. FROM (Agency or establishment) U.S Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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	DATE <i>11-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 <u>1</u> page(s) are not needed now for the business for 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, X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/15/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Ball</i>		TITLE National Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5180	<p>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.</p> <p>(a) Record Copy: PERMANENT. Cutoff end of calendar year. Transfer to off site storage. ^{transfer} Offer to NARA 20 years after cutoff. <i>Note: Record copy generally maintained in the Forest Supervisor's Office but in some Forests may be maintained at Ranger District Offices.</i></p> <p>(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.</p> <p>(c) All other copies not covered by items (a) and (b) above</p>	N1-95-88-2	

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.