

REQUEST FOR RECORDS DISPOSITION AUTHORITY				N1-095-05-3	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408			DATE RECEIVED 8/22/05		
1. FROM (Agency or establishment) USDA		NOTIFICATION TO AGENCY			
2. MAJOR SUBDIVISION Forest Service					
3. MINOR SUBDIVISION Washington Office					
4. NAME OF PERSON WITH WHOM TO CONFER Rita Morgan		5. TELEPHONE 703-605-4910		DATE 10/15/06 8-8-2005	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION 202-205-0611 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 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, <input checked="" type="checkbox"/> is not required: <input type="checkbox"/> is attached: or <input type="checkbox"/> has been requested.					
Date 5-8-05	Signature of Agency Representative <i>Rita Morgan</i>			Title <i>Asst Dir</i> <i>Records & Arch Services, CRMS FS</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)		
	See attached schedule				

8/22/06 copies sent to [unclear], [unclear], [unclear], [unclear]

File Code 6220

1. **Correspondence:** General records regarding the creation, tracking, issuing, storage, and retrieval of correspondence. File by fiscal year.

Disposition: TEMPORARY. Cut off annually. Destroy when 3 years old.

2. **Controlled Correspondence**

Priority executive correspondence identified for special handling, tracking, and response. Managed using USDA correspondence electronic management system and may arrive via post, electronic mail, fax, or forwarded by the White House or the Department of Agriculture. File by fiscal year. Includes the following:

- **USDA Controlled Correspondence:** Correspondence assigned to the Forest Service by the Office of the Secretary of Agriculture.
 - **NRE Controlled Correspondence:** Responses to correspondence prepared at the request of the Office of the Under Secretary for Natural Resources and Environment (NRE). Responses are issued on NRE letterhead.
 - **FS Controlled Correspondence:** Correspondence from a member of Congress addressed to the Chief of the Forest Service, to individual Forest Service staffs, or to the Congressional Liaison Officer.
- a. Copies of correspondence of a substantive nature that pertain to significant policy issues and program functions, i.e. plans, objectives, or responsibilities.

Disposition: PERMANENT. Cut off annually. Transfer to the National Archives in 5-year blocks when 15 years old.

- b. Copies of correspondence of a routine nature, such as inquiries from members of Congress or constituents concerning general information about the Forest Service.

Disposition: TEMPORARY. Cut off annually. Destroy when 3 years old.

3. **Controlled Correspondence Reports.**

Reports listing status of priority executive correspondence identified for special handling, tracking, and response that is managed using USDA correspondence electronic management system.

Disposition: TEMPORARY. Destroy when one year old.