

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-95-09-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road (NWML) College Park, MD 20740-6001		DATE RECEIVED 5/18/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Monica McGee, <a href="mailto:mmcgee@fs.fed.us">mmcgee@fs.fed.us</a>	5 TELEPHONE (202) 205-0442	DATE 10/2/09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 _____ 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="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 6/9/2009	SIGNATURE OF AGENCY REPRESENTATIVE Monica McGee /s/ Monica R. McGee <i>Monica R. McGee</i>	TITLE Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets.  Some of the electronic records covered by this schedule are subject to the Privacy Act of 1974, 5 U.S.C. 552a.		

**USDA Forest Service – SF 115**

**Disaster Management – Fire and Other Disasters – PERMANENT RETENTION**

**What this schedule covers.** This schedule designates appropriate retention of USDA FS program-related electronic data of permanent value produced as a result of the Disaster Management function. Data document actions taken to prepare, mitigate, and prevent disasters and the results of any disaster incidents to which the Forest Service responds including, but not limited to, responses that use the Incident Command System. This schedule also includes records that document actions taken and the results of wildland fire preparedness, prevention, presuppression, and mitigation (including prescribed fire and wildland fire use); wildland fire incident response; and recovery, rehabilitation, and restoration actions on damaged land resulting from fire or other disasters.

**What this schedule does not cover.** This schedule does not cover 1) data in systems and applications that are managed by other Federal agencies or non-Federal entities even if the systems and applications are used by the FS during a fire or other disaster, 2) temporary-value data that supports FS administrative functions; 3) data covered by NARA-issued General Records Schedules (GRS), which address records of primarily administrative use that are common to most agencies, 4) data generated as a result of FS-wide functions beyond management of fire and other disasters (e.g., procurement, financial management, property and supplies, personnel administration, legal and litigation functions, and law-enforcement), and 5) data generated as a result of the Aviation Management function since the FS uses aircraft for activities beyond those related to disasters.

<b>1. Preparedness, Prevention, and Mitigation</b>	
Data of permanent value used for analyses that support development of policy relating to disaster preparedness, prevention, mitigation, response and recovery; strategic planning; managing risk; and developing budgets. In addition, these data aid in assessing and forecasting fire potential; reducing the risk of fire and fire severity, such as through presuppression activity, hazardous fuels reduction, and wildland fire use; and assessing historical trend data such as weather pattern and climate information.	
<b>1A.</b> Data that support <i>substantive policy and program</i> development, procedural decisions, and strategic planning. Data may also document historical trends and patterns (such as weather and climate). These data provide unique information of national or international importance and/or have long-term research and informational value.	
<b>1A1. Inputs</b>	Disposition: TEMPORARY. GRS 20/2a(4)
<b>1A2. Master data files</b>	Disposition: PERMANENT. ACTIVE SYSTEMS/APPLICATIONS: Cut off at end of calendar or fiscal year (whichever is appropriate) in which data were entered. Transfer copy to NARA in 5-year blocks when the most recent record in the block has been closed for 5 years. RETIRED SYSTEMS/APPLICATIONS: If data are not migrated to new system/application, transfer final copy to NARA. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer.

<p><b>1A3. Outputs</b></p> <p><b>1A3a. Convenience and Reference Reports</b>  Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.</p> <p><b>1A3b. Record and Case File Reports</b>  Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.</p>	<p>Disposition: TEMPORARY. GRS 20/16</p> <p>Disposition: Retain for the specified retention period of case file or records where reports are filed.</p>
<p><b>1A4. System Documentation</b></p>	<p>Disposition: PERMANENT. GRS 20/11a(2)</p>

<b>2. Incident Response and Post-Incident Actions</b>	
<b>2A.</b> Data of permanent value that document actions taken, after-action review and assessment, evaluation, lessons learned, and other significant information about a disaster incident and having long-term value to the future management of the Forest Service and/or national forests, grasslands, parks, preserves, or other federally managed public lands. Data relate to where, when, and how a disaster impacts the Service and/or the landscape, including fire behavior, effects on resources and local communities, and costs.	
<b>2A1. Inputs</b>	Disposition: TEMPORARY. GRS 20/2a(4)
<b>2A2. Master data files</b>	Disposition: PERMANENT. ACTIVE SYSTEMS/APPLICATIONS: Cut off at end of calendar or fiscal year (whichever is appropriate) in which data were entered. Transfer copy to NARA in 5-year blocks when the most recent record in the block has been closed for 5 years. RETIRED SYSTEMS/APPLICATIONS: If data are not migrated to new system/application, transfer final copy to NARA. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer.
<b>2A3. Outputs</b>	
<p><b>2A3a. Convenience and Reference Reports</b> Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.</p> <p><b>2A3b. Record and Case File Reports</b> Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.</p>	<p>Disposition: TEMPORARY. GRS 20/16</p> <p>Disposition: Retain for the specified retention period of case file or records where reports are filed.</p>
<b>2A4. System Documentation</b>	Disposition: PERMANENT. GRS 20/11a(2)

<p><b>3. Recovery, Rehabilitation, and Restoration</b> (Note: See also schedule for Environmental Management/Environmental Remediation)</p>	
<p><b>3A.</b> Data of permanent value that document short- and long-term post-disaster incident actions taken to restore Forest Service resources or to rehabilitate and restore fire damage on federally managed public lands. Data include, but are not limited to, short-term Burned Area Emergency Rehabilitation (rapid analysis and evaluation of burned areas and development of prescribed treatments to protect land quickly and effectively) and implementation of long-term restoration actions on the ecosystem structure, function, diversity, and dynamics.</p>	
<p><b>3A1. Inputs</b></p>	Disposition: TEMPORARY. GRS 20/2a(4)
<p><b>3A2. Master data files</b></p>	Disposition: PERMANENT. ACTIVE SYSTEMS/APPLICATIONS: Cut off at end of calendar or fiscal year (whichever is appropriate) in which data were entered. Transfer copy to NARA in 5-year blocks when the most recent record in the block has been closed for 5 years. RETIRED SYSTEMS/APPLICATIONS: If data are not migrated to new system/application, transfer final copy to NARA. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer.
<p><b>3A3. Outputs</b></p> <p><b>3A3a. Convenience and Reference Reports</b> Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.</p> <p><b>3A3b. Record and Case File Reports</b> Periodic and on-demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.</p>	Disposition: TEMPORARY. GRS 20/16  Disposition: Retain for the specified retention period of case file or records where reports are filed.
<p><b>3A4. System Documentation</b></p>	Disposition: PERMANENT. GRS 20/11a(2)

Name	Acronym	System and/or Application	Retention	SF 115 Item Number	Superseded NARA authority
FireFamily Plus	FFP	A	P	1 A	
Fire Program Analysis System, Fire Program Analysis System - Preparedness Module, and Fire Program Analysis System - Phase 2	FPA, FPA-PM, and FPA-P2	S, A	P	1 A	N1-095-06-3 Permanent
PNW Station Mapped Atmosphere-Plant-Soil System and MAPSS Century Hybrid version 1	MAPSS and MAPSS-MC1	A	P	1 A	
Ventilation Climate Information System	VCIS	A	P	1 A	
Weather Information Management System	WIMS	S, A	P	1 A	
Fire Statistics System	FIRESTAT	A	P	2 A	N1-095-05-1, item 2 Temporary
National Interagency Fire Management Integrated Database	NIFMID	A	P	2 A	N1-095-05-1, item 1 Permanent
R6 Willamette/Middle Fork Fire Cause	FIRE CAUSE-WIL-MF	A	P	2 A	
Wildland Fire Decision Support System	WFDSS	S, A	P	2 A	
Burned Area Emergency Response	BAER	A	P	3 A	
Feat/Firemon Integrated	FFI	S	P	3 A	
FIREMON	FIREMON	A	P	3 A	
Monitoring Trends in Burn Severity	MTBS	A	P	3 A	
Rapid Assessment of Vegetation after Wildfire	RAVG	A	P	3 A	