NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-095-09-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/20/2022

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1A2, Preparedness, Prevention, and Mitigation Master data files
Item 2A2, Incident Response and Post-Incident Actions Master data files
Item 3A2, Recovery, Rehabilitation, and Restoration Master data files

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

DAA-GRS-2017-0003-0002 supersedes items 1A1, 1A3A, 2A1, 2A3A, 3A1, and 3A3A.
DAA-GRS-2013-0005-0002 supersedes item 1A4, 2A4 and 3A4.
1A3B, 2A3B, and 3A3B are filing instructions.
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION
8601 Adelphi Road (NWML) College Park, MD 20740-6001

FROM (Agency or establishment)

U.S. Department of Agriculture

MAJOR SUBDIVISION

Forest Service

MINOR SUBDIVISION

NAME OF PERSON WITH WHOM TO CONFER

Monica McGee, mmcgee@fs.fed.us

TELEPHONE

(202) 205-0442

ARCHIVIST OF THE UNITED STATES

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request, including amendments, is approved except for items that may be marked “disposition not approved” or “withdrawn” in column 10.

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,

\[X\] is not required; ___ is attached; or ___ has been requested

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE

6/9/2009 Monica McGee, mmcgee@fs.fed.us

Records Officer

Some of the electronic records covered by this schedule are subject to the Privacy Act of 1974, 5 U.S.C. 552a.
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.
### 1. Preparedness, Prevention, and Mitigation

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.

1A. Data that support *substantive policy and program* 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.

<table>
<thead>
<tr>
<th>1A1. Inputs</th>
<th>Disposition: TEMPORARY. GRS 20/2a(4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A2. Master data files</td>
<td>Disposition: PERMANENT.</td>
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<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<td>1A3. Outputs</td>
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<tr>
<td><strong>1A3a. Convenience and Reference Reports</strong></td>
<td>Disposition: TEMPORARY. GRS 20/16</td>
</tr>
<tr>
<td>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.</td>
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| **1A3b. Record and Case File Reports** | |
| 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. | Disposition: Retain for the specified retention period of case file or records where reports are filed. |

<table>
<thead>
<tr>
<th>1A4. System Documentation</th>
<th>Disposition: PERMANENT. GRS 20/11a(2)</th>
</tr>
</thead>
</table>
## 2. Incident Response and Post-Incident Actions

### 2A. 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.

### 2A1. Inputs

#### 2A2. Master data files

### 2A3. Outputs

#### 2A3a. Convenience and Reference Reports
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.

Disposition: TEMPORARY. GRS 20/16

#### 2A3b. Record and Case File Reports
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.

Disposition: Retain for the specified retention period of case file or records where reports are filed.

### 2A4. System Documentation

Disposition: PERMANENT. GRS 20/11a(2)
3. Recovery, Rehabilitation, and Restoration  
(Note: See also schedule for Environmental Management/Environmental Remediation)

3A. 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.

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<th>3A1. Inputs</th>
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3A3. Outputs  

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<th>3A3a. Convenience and Reference Reports</th>
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3A4. System Documentation  

<p>| Disposition: PERMANENT. GRS 20/11a(2) |</p>
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