

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-09-2	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road (NWML) College Park, MD 20740-6001		DATE RECEIVED 9/28/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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, mmcgee@fs.fed.us	5 TELEPHONE (202) 205-0442	DATE 9/28/09	ARCHIVIST OF THE UNITED STATES 
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>4</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, <u>X</u> is not required; ___ is attached, or ___ has been requested.			
DATE 9/9/2009	SIGNATURE OF AGENCY REPRESENTATIVE Monica McGee 	TITLE Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Fire and Disaster Management - TEMPORARY Electronic Systems and Applications. 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Some of the electronic records covered by this schedule are subject to the Privacy Act of 1974, 5 U.S.C. 552a.	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

USDA Forest Service – SF 115

Disaster Management – Fire and Other Disasters – TEMPORARY RETENTION

What this schedule covers. This schedule designates appropriate retention of USDA FS administrative electronic data of temporary value produced as a result of the Disaster Management function. Data document administrative 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 administrative actions related to 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) permanent-value data; 2) 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; 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	
Temporary-value data used for administrative purposes 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 administrative tasks related to 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 <i>administrative</i> activities related to preparedness, prevention, mitigation, and planning and that do not have long-term value.	
1A1. Inputs	Disposition: TEMPORARY. GRS 20/2a(4)
1A2. Master data files	Disposition: TEMPORARY. Cut off at end of calendar or fiscal year (whichever is appropriate) in which data were entered. Destroy/delete no sooner than 7 years after cut off.
1A3. Outputs	
 1A3a. 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. 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: TEMPORARY. GRS 20/16 Disposition: Retain for the specified retention period of case file or records where reports are filed.
1A4. System Documentation	Disposition: TEMPORARY. GRS 20/11a(1)

<p>2. Incident Response and Post-Incident Actions</p>	
<p>2A. Data that document the daily operations of a disaster or wildland fire incident and addresses short- and medium-term <i>administration</i> needs. Data relate to incident status; fire or other behavior modeling, simulation, and prediction to help determine management strategies and tactics; assessment of real-time and near real-time situations to support decision making; and financial management including procurement, ordering and allocating resources, property and inventory control, and cost accounting.</p>	
<p>2A1. Inputs</p>	<p>Disposition: TEMPORARY. GRS 20/2a(4)</p>
<p>2A2. Master data files</p>	<p>Disposition: TEMPORARY. Cut off at end of calendar year in which data were entered. Destroy/delete no sooner than 7 years after cut off.</p>
<p>2A3. Outputs</p> <p>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.</p> <p>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.</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>2A4. System Documentation</p>	<p>Disposition: TEMPORARY. GRS 20/11a(1)</p>

3. Recovery, Rehabilitation, and Restoration (Note: See also schedule for Environmental Management/Environmental Remediation)	
3A. Data that document short- and medium-term <i>administrative</i> activities that support recovery, rehabilitation, and restoration actions and that do not have long-term value.	
3A1. Inputs	Disposition: TEMPORARY. GRS 20/2a(4)
3A2. Master data files	Disposition: TEMPORARY. Cut off at end of calendar or fiscal year (whichever is appropriate) in which data were entered. Destroy/delete no sooner than 7 years after cut off.
 3A3. Outputs 3A3a. 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. 3A3b. 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: TEMPORARY. GRS 20/16 Disposition: Retain for the specified retention period of case file or records where reports are filed.
3A4. System Documentation	Disposition: TEMPORARY. GRS 20/11a(1)

N1-95-09-2
Attachment #1

Name	Acronym	System and/or Application	Retention	SF-115 Item Number	Superseded NARA authority
Federal Excess Property Management Information System	FEPMIS	A	T	1 A	
First Order Fire Effects Model	FOFEM	A	T	1 A	
Interagency Cache Business System and Interagency Cache Business System - Re-engineering	ICBS and ICBS-R	A	T	1 A	
Interagency Initial Attack Assessment <i>(Retired 9/30/2007)</i>	IIAS	A	T	1 A	
National Fire Management Analysis System <i>(Retired 7/30/2008; replaced by FPA-P2)</i>	NFMAS	S	T	1 A	
Personal Computer Historical Analysis 99 <i>(Retired)</i>	PCHA99	A	T	1 A	
Rare Event Risk Assessment Process	RERAP	A	T	1 A	
Rollup 5100-2 <i>(Retired 9/30/07; functionality replaced by FPA-P2)</i>	RR5100-2	A	T	1 A	
Wildland Fire Assessment System	WFAS	S, A	T	1 A	
Behave Plus		S, A	T	2 A	
Fire Daily Resource Report		A	T	2 A	
Fire Station Activity Reporting System	FIRESTARS	A	T	2 A	
Flammap		S, A	T	2 A	
Initial Attack Management System	IAMS	A	T	2 A	
I-Suite and Incident Based Automation. (all phases)	I-Suite and IBA	A	T	2 A	
National Daily Active Fire Mapping		A	T	2 A	
National Interagency Situation Report	SIT/209	S, A	T	2 A	
Resource Ordering and Status System <i>(Replaced MIRPS)</i>	ROSS	A	T	2 A	
WildCAD		A	T	2 A	
Wildland Fire Situation Analysis <i>(Functionality replaced by WFDSS)</i>	WFSA	A	T	2 A	
WINCAN <i>(Not supported after 8/2008)</i>	WINCAN	A	T	2 A	