

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>11-095-10-3</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION NWML, ROOM 2100 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/9/10</i>	
1 FROM (Agency or establishment) USDA/Forest Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Monica McGee		5 TELEPHONE NUMBER (202) 205-0442	DATE <i>11/20/10</i>
		ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>10</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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE 08/04/2010	SIGNATURE OF AGENCY REPRESENTATIVE <i>Monica L. McGee</i>		TITLE Forest Service Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Forest Service Record Group 95 See attached Note: As electronic records management of the unstructured data is implemented within the USDA/Forest Service, the agency agrees to maintain electronic versions of the records on the attached schedule according to 36 CFR 1236 for their entire life cycle. USDA also agrees to transfer the records to the National Archives in accordance with the applicable NARA standards in place at the time of transfer. Additionally, pre-accessioning of the records is authorized by mutual agreement between USDA/FS and NARA.		

Forest Service – New and Previously Unscheduled Items: 1000, 2000, 3000 series retention schedule

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1	1020	Forest Service Mission	General	General Includes general correspondence related to the Forest Service Mission Also include general records relating to the Forest Service Vision and Guiding Principles Note Close file at end of fiscal year and apply retention period	Temporary 6 years	1020	Unscheduled
2	1310	Methods of Doing Business	Sustainable Operations	Sustainable Operations – Managing the Forest Service Environmental Footprint Includes records regarding the Agency's actions under Public Law 109-58, Public Law 110-140, as well as applicable Executive Orders and USDA regulations Note Close file at end of fiscal year and apply retention period Note 2 Transfer closed file to NARA in 5 year blocks when most recent is 15 years old Prior to transfer, submit SF 258 to FS National Records Officer for approval Preaccession is authorized by mutual consent of both NARA and Forest Service	PERMANENT	New	New, not previously scheduled
3	1330	Management Systems	General	General Includes general correspondence and other general records regarding establishment of a management system to enhance environmental performance and accountability through continual improvement Note Close file at end of fiscal year and apply retention period	Temporary 25 years	1330	Unscheduled
4	1330	Management Systems	EMS Technical Guide	Environmental Management System (EMS) Technical Guide All records pertaining to the development and production (including annual updates) of the EMS Technical Guide The Guide contains the procedures the Agency must follow to implement the national environmental management system and addresses all EMS requirements identified in ISO 14001, as well as EMS requirements of 36 CFR 219.5 Note Close file at end of fiscal year and apply retention period	Temporary 25 years	1330-1	Unscheduled
5	1330	Management Systems	Establishing/Transitioning EMS	Establishing/Transitioning EMS Includes records of all actions taken to implement EMS requirements nationally and locally (including audits) Includes records of pre-national EMS developed as pilot projects and efforts to transition such projects into the National EMS Note Close file at end of fiscal year and apply retention period	Temporary 25 years	1330-1	Unscheduled
6	1340	Management Improvement Administration	Pilot Proposals	Pilot Proposals Records related to projects that foster an innovative management climate The file includes submitted proposals that address employee participation in the improvement of the workplace Note 1 Retention period begins after proposal approved/disapproved Note 2 File under this heading by case file	Temporary 10 years	1340-4	Unscheduled
7	1340	Management	Value	Value Management Records documenting implementation of value management	Temporary	New, not	New, not

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		Improvement Administration	Management	program <u>Note</u> Close file at end of fiscal year and apply retention period	10 years	previously scheduled	previously scheduled
8	1370	Forms Management	Historic File	Historic File Copy of obsolete forms and record of notification that form is obsolete <u>Note 1</u> Retain last approved copy of form, destroy all previous versions <u>Note 2</u> Retain onsite for agency use, do not send to FRC <u>Note 3</u> Retention period begins when form declared obsolete	Temporary 25 years	1370-3	GRS 16-3a
9	1370	Forms Management	Log file	Log file Ongoing log of forms and associated forms actions (approval/revision/obsolete) <u>Note 1</u> Retain onsite for agency use, do not send to FRC <u>Note 2</u> Retention period begins when entire file is inactive and closed	Temporary 25 years	New, not previously scheduled	New, not previously scheduled
10	1390	Knowledge Sharing and Conservation	General	General Correspondence and general records regarding planning, standards based approach and framework, as well as coordination and collaboration <u>Note</u> Close record at end of fiscal year and apply retention period	Temporary 25 years	New, not previously scheduled	New, not previously scheduled
11	1390	Knowledge Sharing and Conservation	Management and Administration	Management and Administration Correspondence and records relating to administration and management of integrated program plans, standards based approach and framework, and agency coordination and collaboration for knowledge sharing and conservation <u>Note</u> Close record at end of fiscal year and apply retention period	Temporary 25 years	New, not previously scheduled	New, not previously scheduled
12	1390	Knowledge Sharing and Conservation	Studies	Studies General studies related to knowledge sharing and conservation activities <u>Note</u> Retention period begins when administrative use ceases	Temporary 25 years	New, not previously scheduled	New, not previously scheduled
13	1390	Knowledge Sharing and Conservation	Program Reviews	Program Reviews Documentation of Forest Service reviews, program reviews, metrics, and quality-assurance inspections of program implementation Records include documentation of outside-agency program wide audits and inspection reports <u>Note 1</u> Organize by case file under this heading <u>Note 2</u> Retention period begins when case file closed	Temporary 25 years	New, not previously scheduled	New, not previously scheduled
14	1390	Knowledge Sharing and Conservation	Integrated Program Plans	Integrated Program Plans Approved agency field unit plans for knowledge sharing and conservation activities <u>Note</u> Close at end of fiscal year, apply retention period	Temporary 25 years	New, not previously scheduled	New, not previously scheduled
15	1390	Knowledge Sharing and Conservation	Standards-based Approach and Framework	Standards-based Approach and Framework Approved agency field unit plans for knowledge sharing and conservation activities	Temporary 25 years	New, not previously scheduled	New, not previously scheduled

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				<u>Note</u> Close at end of fiscal year, apply retention period			
16	1390	Knowledge Sharing and Conservation	Projects	Projects Records include special project case files and information not filed under any other 1390 listing <u>Note 1</u> Create case folders by project under this heading <u>Note 2</u> Retention period begins when project case files closed	Temporary 25 years	New, not previously scheduled	New, not previously scheduled
17	1410	Management Reviews	Special WO Action Teams	Special Washington Office Action Teams Includes records related to special problem solving trps which focus on complex problems or emerging situations that need more in-depth technical or managerial review or resolution <u>Note 1</u> Organize by case file <u>Note 2</u> Retention period begins once case is closed <u>Note 3</u> Record copy maintained by reviewing office	Temporary 10 years	1410-4	Unscheduled
18	1480	Environmental Compliance Program	General	General Includes general correspondence and records pertaining to the Environmental Compliance program, which provides compliance, restoration, abandoned mine lands hazard mitigation and compliance audit services to USFS units so that they can administer programs and activities in a manner that protects forest ecosystems, the agency workforce, and visitors to the National Forest Lands <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	New, not previously scheduled	New, not previously scheduled
19	1480	Environmental Compliance Program	Built Environment and Operations	Built Environment and Operations Records include internal and external environmental compliance audits and reviews, documentation of employee training programs, checklists or other appropriate documentation of completed environmental compliance reviews, and significant findings and corrective actions taken <u>Note</u> Close file when audit complete or at end of fiscal year (as applicable) and apply retention period	Temporary 10 years	New, not previously scheduled	New, not previously scheduled
20	1520	Public Service Programs	General	General Correspondence concerning public service programs that cannot be directly related to a specific program Do not use for public involvement programs, which are filed under 1620 <u>Note</u> Close file at end of fiscal year (as applicable) and apply retention period	Temporary 3 years	1520	Unscheduled
21	1940	Inventory, Monitoring, and Assessment Activities	General	General Correspondence and general records regarding planning, standards based approach and framework, as well as coordination and collaboration Includes "Inventory, Monitoring, and Assessment" records too general to fit into other categories in this series Inventory, monitoring, and assessment records include documentation of land management activities regarding social, economic, and ecological evaluations of conditions and trends, documentation of collaboration within the Forest Service and with other land management partners	Temporary 10 years	1940-1	New, not previously scheduled

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				to provide resource information that meets a wide range of needs Resource information includes documentation of inventory, monitoring, and assessment activities, documentation of information management framework for all Forest Service inventory, monitoring, and assessment activities, including those under the direct authority and responsibility of each Deputy Chief, and broad authorities, management objectives, policies, responsibilities, and processes that support Forest Service land management activities <u>Note</u> Close file at end of fiscal year and apply retention period			
22	1940	Inventory, Monitoring, and Assessment Activities	Management and Administration	Management and Administration Correspondence and records relating to administration and management of <ul style="list-style-type: none"> • Integrated program plans • Standards based approach and framework • Agency coordination and collaboration for inventory, monitoring, and assessment <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1940-2	New, not previously scheduled
23	1940	Inventory, Monitoring, and Assessment Activities	Reports	Reports Reports required by OMB, USDA, and others for inventory, monitoring, and assessment activities	Temporary 10 years	1940-3	New, not previously scheduled
24	1940	Inventory, Monitoring, and Assessment Activities	Studies	Studies General studies related to inventory, monitoring, and assessment activities <u>Note</u> Close file at end of study and apply retention period	Temporary 10 years	1940-4	New, not previously scheduled
25	1940	Inventory, Monitoring, and Assessment Activities	Integrated Program Plans	Integrated Program Plans approved agency field unit plans for inventory, monitoring, and assessment activities <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1940-5	New, not previously scheduled
26	1940	Inventory, Monitoring, and Assessment Activities	Standards-based Approach and Framework	Standards-based Approach and Framework Agency implementation plans, reviews, and associated documentation <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years	1940-6	New, not previously scheduled
27	1940	Inventory, Monitoring, and Assessment Activities	Coordination and Collaboration	Coordination and Collaboration Agency agreements, memorandums of understanding, and related instruments for inventory, monitoring, and assessment activities <u>Note</u> Close file when agreements/MOUs, etc , end and apply retention period	Temporary 10 years	1940-7	New, not previously scheduled

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28	2020	Ecological Restoration and Resilience	General	<p>General Records pertaining to broad, foundational policy for using ecological restoration to manage National Forest System lands and associated resources in a sustainable manner. Includes comprehensive objectives, policy, responsibilities, definitions, and principles to guide achievement of sustainable management and ecological resilience, especially under changing and uncertain future environmental conditions, such as those driven by climate change and increasing human use. Designation reaches across all program areas and activities applicable to management of national forests and grasslands to ensure integration and coordination at all levels and within all organizational units. Record material includes correspondence.</p> <p><u>Note 1</u> Use designation only for records pertaining to overall ecological restoration and resilience policy, including general correspondence.</p> <p><u>Note 2</u> Records pertaining to specific resources or management should be filed under the applicable records schedule for said resource.</p>	Temporary 10 years	2020	New, not previously scheduled
29	2020	Ecological Restoration and Resilience	Classification and Inventory	<p>Classification and Inventory Records include field sheets for plant species, analysis records, statistical analyses, etc., that are used in field guides, biological opinions, and other publications.</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period.</p> <p><u>Note 3</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old. Prior to transfer, submit SF 258 to FS National Records Officer for approval.</p>	PERMANENT	New, not previously scheduled	New, not previously scheduled
30	2070	Vegetation Ecology	General	<p>General Includes general records regarding use, growth, development, and storage of native plant materials. Also includes records related to service-wide direction for the components of the Biological Diversity program.</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period.</p>	Temporary 25 years	2070	Unscheduled
31	2160	Hazardous Materials Management	General	<p>General Includes general correspondence related to hazardous chemical management overall policies, development, and clarifications. Includes pesticides use records, conduct of projects records, pesticide selection, application, and monitoring records, safety in pesticide uses records.</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period.</p>	Temporary 30 years	2160	Unscheduled
32	2160	Hazardous Materials Management	Hazardous Chemical Management	<p>Hazardous Chemical Management Documentation regarding protection measures for use of hazardous chemicals including employee protection, controls on acquisition and use, transportation, storage, and handling, training, and protective gear.</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period.</p>	Temporary 30 years	New, not previously scheduled	New, not previously scheduled

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33	2160	Hazardous Materials Management	Program Administration	Program Administration Records regarding administrative components of the hazardous materials program <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	New, not previously scheduled	New, not previously scheduled
34	2840	Reclamation	General	General Contains records, including correspondence, regarding the FS reclamation program <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years	New, not previously scheduled	New, not previously scheduled
35	2840	Reclamation	Plans of Operation	Plans of Operation Records covering the administrative and environmental components of reclamation plan of operations Includes, but not limited to, a written description of planned on-the-ground mineral activities, including reclamation, conducted by the mineral operator for locatable, leasable, or common variety minerals <u>Note 1</u> Organize by case file <u>Note 2</u> Retention period begins when reclamation case file closed <u>Note 3</u> Some files may contain PII, store securely, control access <u>Note 4</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements	Temporary 30 years	New, not previously scheduled	New, not previously scheduled
36	2840	Reclamation	Reclamation Bonding	Reclamation Bonding Records pertaining to bonds or other financial guarantees for specific reclamation activities or standards to facilitate full or partial release of the instruments <u>Note 1</u> Retention period begins when reclamation activity complete and bond released <u>Note 2</u> Some files may contain PII, store securely, control access <u>Note 3</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements	Temporary 30 years	New, not previously scheduled	New, not previously scheduled
37	2840	Reclamation	Reclamation Monitoring	Reclamation Monitoring Records pertaining to reclamation monitoring, including assessments of condition and environmental quality of reclaimed sites following release of bonds or other other financial guarantees Includes monitoring of revegetated areas, large waste embankments, tailing dams and impoundments, french drains, stream diversions, dam structures on permanent water impoundments, and water treatment facilities <u>Note</u> Close file and apply retention period when administrative use ends	Temporary 30 years	New, not previously scheduled	New, not previously scheduled
38	2840	Reclamation	Information and	Information and Technology Transfer Records include memorandums of understanding among regions, stations, and areas regarding reclamation	Temporary 30 years	New, not previously	New, not previously

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			Technology Transfer	assistance or technology transfer to units Includes documentation of responsibilities such as technical assistance, reclamation training, field contacts, and expenditures <u>Note</u> Close file and apply retention period when administrative use ends		scheduled	scheduled
39	2840	Reclamation	Cooperative Agreements	Cooperative Agreements Records documenting joint jurisdiction between more than one agency, Federal and/or State, over a mineral operation, and the role of each agency <u>Note 1</u> Establish case files <u>Note 2</u> Retention period begins when case file closes	Temporary 30 years	New, not previously scheduled	New, not previously scheduled
40	2860	Forest Service Authorized Prospecting and Mineral Collecting	Geophysical Prospecting	Geophysical Prospecting Includes records (applications, authorizations, etc) regarding FS authorization of prospecting and mineral collecting, including but not limited to <ul style="list-style-type: none"> • Seismic activities, • Geophysical prospecting on unleased NFS lands • Indirect and direct data gathering techniques <u>Note 1</u> Organize case files by region, forest, district, type of action, and fiscal year <u>Note 2</u> Some files may contain PII, store securely, control access <u>Note 3</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements <u>Note 4</u> Close file and apply retention period when administrative use ends	Temporary 50 years	New, not previously scheduled	New, not previously scheduled
41	2860	Forest Service Authorized Prospecting and Mineral Collecting	Geothermal Prospecting	Geothermal Prospecting Includes records (applications, authorizations, etc) regarding FS authorization of prospecting and mineral collecting, including but not limited to <ul style="list-style-type: none"> • Seismic activities, • Geothermal temperature gradient holes on unleased NFS lands, • Indirect and direct data gathering techniques <u>Note 1</u> Organize case files by region, forest, district, type of action, and fiscal year <u>Note 2</u> Some files may contain PII, store securely, control access <u>Note 3</u> Privacy Act System of Records USDA/FS-16– Mineral Lessees and Permittees covers all or some of the records retained under this file code Review PA SOR USDA/FS-16 for additional access and storage requirements <u>Note 4</u> Close file and apply retention period when administrative use ends	Temporary 50 years	New, not previously scheduled	New, not previously scheduled
42	2890	Certification	General	General Includes general records and correspondence related to minerals and	Temporary	New, not	New, not

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				geology certification for personnel qualified to conduct mine safety assessments at abandoned/inactive mines <u>Note 1</u> Some files may contain PII, store securely, control access <u>Note 2</u> Close file and apply retention period when administrative use ends	30 years	previously scheduled	previously scheduled
43	2890	Certification	Locatable Minerals Administrators	Locatable Minerals Administrators Records pertaining to certification of local minerals administrators <u>Note 1</u> Create case files as needed <u>Note 2</u> Retention period begins when certification revoked <u>Note 3</u> Some files may contain PII, store securely, control access	Temporary 30 years	New, not previously scheduled	New, not previously scheduled
44	2890	Certification	Mineral Examiners	Mineral Examiners Records pertaining to certification of mineral examiners and review mineral examiners <u>Note 1</u> Create case files as needed <u>Note 2</u> Retention period begins when certification revoked <u>Note 3</u> Some files may contain PII, store securely, control access	Temporary 30 years	New, not previously scheduled	New, not previously scheduled
45	2890	Certification	Oil and Gas Resource Specialists	Oil and Gas Resource Specialists Records pertaining to certification of oil and gas resource specialists <u>Note 1</u> Create case files as needed <u>Note 2</u> Retention period begins when certification revoked <u>Note 3</u> Some files may contain PII, store securely, control access	Temporary 30 years	New, not previously scheduled	New, not previously scheduled
46	2900	Invasive Species	General	General General records, including correspondence, regarding National Forest System invasive species management retained other subheadings under 2900 <u>Note 1</u> Retention period begins when action taken or determination of 'no action' needed is made <u>Note 2</u> Close file at end of fiscal year and apply retention period <u>Note 3</u> For all native insect and disease records under 3400, file all exotic (non-native) invasive species records under file code 2900	Temporary 25 years	New, not previously scheduled	New, not previously scheduled
47	2900	Invasive Species	Budget and Performance	Budget and Performance Records regarding budget and program performance activities relating to National Forest System invasive species management Includes criteria, practices, programs, policies, directives, and other publications related to program performance and budget formulation and execution <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> File all native insect and disease records under 3400, file all exotic (non-native) invasive species records under file code 2900	Temporary 25 years	New, not previously scheduled	New, not previously scheduled
48	2900	Invasive Species	Early	Early Detection and Rapid Response Includes records associated with invasive	Temporary	New, not	New, not

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			Detection and Rapid Response	species prevention, and early detection and rapid response (EDRR) activities Includes program specific correspondence <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> File all native insect and disease records under 3400, file all exotic(non-native species records under file code 2900/	25 years	previously scheduled	previously scheduled
49	2900	Invasive Species	Control and Management	Control and Management Records include correspondence, documentation of criteria, practices, programs, policies, and directives, and records pertaining to control treatments, integrated pest management techniques, and related technological development information on controlling invasive species within the National Forest System <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old Prior to transfer, submit SF 258 to FS National Records Officer for approval Preaccession is authorized by mutual consent of both NARA and Forest Service <u>Note 3</u> File all native insect and disease records under 3400, file all exotic (non-native) invasive species records under file code 2900	PERMANENT	New, not previously scheduled	New, not previously scheduled
50	2900	Invasive Species	Rehabilitation and Restoration	Rehabilitation and Restoration Documentation of activities associated with NFS invasive species program rehabilitation and restoration activities Records include information on criteria, practices, programs, policies, directives, and other documentation regarding the rehabilitation and restoration of areas impacted (or potentially impacted) by invasive species <u>Note 1</u> Close file and apply retention period when administrative use ceases <u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old Prior to transfer, submit SF 258 to FS National Records Officer for approval Preaccession is authorized by mutual consent of both NARA and Forest Service <u>Note 3</u> File all native insect and disease records under 3400, file all exotic (non-native) invasive species records under file code 2900	PERMANENT	New, not previously scheduled	New, not previously scheduled
51	2900	Invasive Species	Inventory and Treatment	Inventory and Treatment Records include program inventory and treatment data management activities documentation, and other data dealing with the collection and reporting of information related to NFS invasive species inventory and treatment activities <u>Note 1</u> Some files may contain PII, store securely, control access <u>Note 2</u> Close file and apply retention period when administrative use ceases	Temporary 25 years	New, not previously scheduled	New, not previously scheduled

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				<u>Note 3</u> File all native insect and disease records under 3400, file all exotic (non-native) invasive species records under file code 2900			
52	3360	Forest Legacy Program	General	General Routine correspondence, comments, and other documentation not associated with specific casefile, regarding FLP guidelines and direction, routine requests for information and reponses, informal reports and attachments, general program recommendations, and other transactions of a general nature, not associated with a specific case file, regarding FLP planning, execution, administration, and implementation	Temporary 10 years	New Not previously scheduled (3360, 3360-4)	New Not previously scheduled
53	3360	Forest Legacy Program	Program Reviews	Program Reviews Documentation of Forest Service reviews, State program reviews, and State quality-assurance inspections of program implementation of appraisal services Records include documentation of outside-agency program-wide audits and inspection reports	Temporary 10 years	New Not previously scheduled (3360-5)	New Not previously scheduled
54	3360	Forest Legacy Program	Special Projects	Special Projects Records include special project case files and information not filed under any other 3360 listing <u>Note 1</u> Maintain on host unit <u>Note 2</u> Retention period begins after case closed or based on document date, whichever applicable	Temporary 10 years	New Not previously scheduled (3360-6)	New Not previously scheduled