

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-095-10-5</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		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>08/04/10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>6 AGENCY CERTIFICATION</b> 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>9</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 R 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

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

PROPOSED FS FILE CODE	HEADING	DESCRIPTION	SUB-HEADINGS	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1.	1020	Forest Service Mission <b>Significant</b> Includes significant correspondence related to the Forest Service Mission Also includes significant records relating to the Forest Service Vision and Guiding Principles, as well as policy regarding wording of references to the Forest Service on/in Agency letterhead and official documents <u>Note 1</u> Close files at end of fiscal year <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval	<ul style="list-style-type: none"> <li>Significant</li> </ul>	PERMANENT	1020	Unscheduled
2.	1390	Knowledge Sharing and Conservation <b>Reports</b> Reports required by OMB, USDA, and others for knowledge sharing and conservation/knowledge management activities <u>Note 1</u> Apply retention schedule when case file closed <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval	<ul style="list-style-type: none"> <li>Reports</li> </ul>	PERMANENT	New, not previously scheduled	New, not previously scheduled
			<b>Guidance, Coordination and Collaboration</b> Records pertaining to the national or regional impelmentation guidance and direction for the Knowledge Sharing and Conservation (KSC) program Includes agency agreements, memorandums of understanding, and related instruments for knowledge sharing and conservation activities <u>Note 1</u> Close file at end of fiscal year and apply retention schedule <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval			
3.	1590	Defense and Emergency Operations <b>Agency Emergency and Disaster Response Plan (Master)</b> Agency Emergency and Disaster Reponse Master Plan <u>Note 1</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval <u>Note 2</u> Vital Record <u>Note 3</u> Close record and apply retention period when new plan revision approved	<ul style="list-style-type: none"> <li>Agency Emergency and Disaster Response Plans</li> </ul>	PERMANENT	New, not previously scheduled	New, not previously scheduled
			<b>Reports</b> Includes reports of operations tests, consisting of consolidated or comprehensive reports reflecting agencywide results of test conducted under emergency plans <u>Note 1</u> Close file at end of fiscal year and apply retention schedule			

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		<u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval				
4, 1680	History Program	<p><b>Cultural History</b> Documents not produced by the History Program, which record and provide insight into the Agency's material and cultural history Such items may include, but are not limited to, employee surveys, internal publications, signs, uniforms, unpublished papers and studies, and commemoration materials</p> <p><u>Note 1</u> Documents collected in field offices should be transferred to the Washington Office – FS History Program</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention schedule</p> <p><u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Cultural History</li> </ul>	PERMANENT	New, not previously scheduled	New, not previously scheduled
		<p><b>Commemoration/Anniversary/Significant Event</b> Documents related to the celebration and commemoration of important dates and events in agency history As lease one copy of posters, pamphlets, and other promotional material should be sent to the WO History Program, as part of the permanent Agency records In addition, documentation produced by the Agency to record response to or involvement in significant events (such as natural or man-caused disasters, memorials, or commemorations) will be gather by the WO from the field for permanent retention</p> <p><u>Note 1</u> Documents collected in field offices should be transferred to the Washington Office – History Program</p> <p><u>Note 2</u> Apply retention schedule when file closed</p> <p><u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Commemoration, Anniversary, or Significant Event</li> </ul>		New, not previously scheduled	New, not previously scheduled
5, 2030	LargeScale Event Recovery (LaSER)	<p><b>General</b> Includes general records and correspondence related to large scale event recovery plans and activities</p> <p><u>Note 1</u> Close file at end of fiscal year</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>General</li> </ul>	PERMANENT	New, not previously scheduled	New, not previously scheduled
		<p><b>LaSER Plan</b> Includes LaSER plan case files including assessments, budget, form FS-2000-1, executive summary,</p>	<ul style="list-style-type: none"> <li>LaSER Plan</li> </ul>		New, not previously scheduled	New, not previously scheduled

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		<p>recommendations, post-event conditions, recovery objectives, description of actions, monitoring plan, research opportunities, partners and funding sources, skills and staffing needs, maps, recovery plan team members, and recovery plan approval</p> <p><u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>			scheduled	scheduled
		<p><b>Monitoring</b> Monitoring results</p> <p><u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Monitoring</li> </ul>		New, not previously scheduled	New, not previously scheduled
		<p><b>Non-Federal Lands</b> Includes documentation of post-event conditions and recovery objectives or activities for non-Federal intermingled or adjacent lands impacted by the large-scale event</p> <p><u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Non-Federal Lands</li> </ul>		New, not previously scheduled	New, not previously scheduled
		<p><b>Other Federal Lands</b> Records documenting joint large-scale assessments, planning, and implementation actions</p> <p><u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Other Federal Lands</li> </ul>		New, not previously scheduled	New, not previously scheduled
		<p><b>Reporting</b> Annual reports</p> <p><u>Note 1</u> Close file at end of fiscal year</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Reporting</li> </ul>		New, not previously scheduled	New, not previously scheduled

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		<p><b>LaSER Databases</b> Includes information regarding database management and operations  <u>Note 1</u> Database repository scheduled separately  <u>Note 2</u> Retention period begins when administrative use ceases  <u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>LaSER Databases</li> </ul>		New, not previously scheduled	New, not previously scheduled
6. 2100	Environmental Management	<p><b>General</b> Includes general correspondence related to service-wide direction for the components of the Biological Diversity program  <u>Note 1</u> Close file at end of fiscal year  <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>General</li> </ul>	PERMANENT	2100	unscheduled
		<p><b>Classification and Inventory</b> Records include field sheets for plant species, analysis records, statistical analyses, etc , that are used in field guides, biological opinions, and other publications  <u>Note 1</u> Establish case files as needed, and apply retention period when the case is closed  <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Classification and Inventory</li> </ul>		New, not previously scheduled	New, not previously scheduled
7. 2350	Trail, River, and Similar Recreation Opportunities	<p><b>Non-Designated Rivers</b> Includes a plan and correspondence related to rivers listed in National Rivers Inventory and other rivers managed for river recreation activities  <u>Note 1</u> Establish case file by river  <u>Note 2</u> Retain records until river designated as Wild and Scenic Once river designated, transfer file to NARA when record is 10 years old</p>	<ul style="list-style-type: none"> <li>Non-Designated Rivers</li> </ul>	PERMANENT	2350-4-1	Unscheduled
8. 2490	Timber Management Information System	<p><b>General</b> Includes general records, including correspondence and all related documents (unstructured data), not stored within a Forest Management Information System database, related to any of the Forest Management Information Systems  <u>Note 1</u> Privacy Act System of Records USDA/FS-24 – Special Use Authorizations covers all or some of the records retained under this file code Review PA SOR USDA/FS-24 for additional access and</p>	<ul style="list-style-type: none"> <li>General</li> </ul>	PERMANENT	2490	unscheduled

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		storage requirements <u>Note 2</u> Some records may contain PII, store in a secure location, and restrict access <u>Note 3</u> Close file at the end of the fiscal year <u>Note 4</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval <u>Note 5</u> Database system/application repositories scheduled separately				
9. 2520	Watershed Protection and Management	<b>Riparian Areas</b> Includes general correspondence on policy, delineation of areas, management, guidelines of areas having distinctive resource values and characteristics that comprise riparian ecosystems, file also contains direction and guidelines for stream and lake classification <u>Note 1</u> Permanent hardcopy records may be microfilmed <u>Note 2</u> If hardcopy permanent records are microfilmed, transfer the hardcopy records to NARA in accordance with the approved disposition (see note 3 below) once the microfilm is verified Retain the microfilm copies in agency and destroy when no longer needed for administrative use <u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval <u>Note 4</u> If electronic data is transferred to NARA via magnetic tape or compact disk, copy per instructions at 36 CFR 1236.28 [as of April 4, 2010] and transfer to NARA with accompanying documentation Prior to transfer, submit SF258 to FS National Records Officer for approval <u>Note 5</u> Screen all folders in 2500 series for significant correspondence and documentation for NFS watershed case files on selected watersheds If found, retain under filecode 2510 – Watershed Planning – NFS Watershed Case Files	<ul style="list-style-type: none"> <li>Riparian Areas</li> </ul>	PERMANENT	2520-6	Previously unscheduled
10. 2580	Air Resource Management	<b>General</b> Correspondence, memorandums, and other general records pertaining to air resource management that do not fit under a specific secondary subject heading <u>Note 1</u> Close file at end of fiscal year <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval	<ul style="list-style-type: none"> <li>General</li> </ul>	PERMANENT	2580	unscheduled

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		<p><b>Class I Areas</b> Includes general correspondence and other records related to the identification, protection, and management of National Forest lands designated as Class I areas including problems associated with air quality related values in those areas and redesignation proposals submitted from States  <u>Note 1</u> Establish case files as needed  <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>• Class I Areas</li> </ul>		2580-2	unscheduled
		<p><b>Prevention of Significant Deterioration (PSD)</b> Case files containing the application, data collected that determines the effects of a proposed major emitting facility and concurrences or non-concurrences with EPS's proposed exemptions and variances, and approvals  <u>Note</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>• Prevention of Significant Deterioration</li> </ul>		2580-3	unscheduled
		<p><b>Inventorying and Monitoring of Resource</b> Values Affected by Air Pollution (Includes reports and summary of data)  <u>Note</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>• Inventorying and Monitoring of Resource</li> </ul>		2580-5	unscheduled
		<p><b>Pollutants</b> Includes general correspondence on different types of pollutants and their effects on the environment  <u>Note 1</u> Close file at end of fiscal year  <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>• Pollutants</li> </ul>		2580-6	unscheduled
11. 2590	Weather Program	<p><b>General</b> Correspondence, memorandums, and other general records pertaining to the weather program Includes request for meteorological assistance and related research by Forest Service units  <u>Note 1</u> Close file at end of fiscal year  <u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>• General</li> </ul>	PERMANENT	2590	unscheduled

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		<p><b>Weather Data</b> Weather data and climatic information</p> <p><u>Note</u> Break records into 10-year blocks and transfer to NARA Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Weather Data</li> </ul>		New, not previously used	New, not previously used
12. 2840	Reclamation	<p><b>Policy</b> Records regarding reclamation program policies and procedures, including but not limited to, reclamation components for plans of operations, measurable performance standards for common reclamation practices, bonding and monitoring</p> <p><u>Note 1</u> Close file at end of fiscal year</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Policy</li> </ul>	PERMANENT	New, not previously scheduled	New, not previously scheduled
13. 2860	Forest Service Authorized Prospecting and Mineral Collecting	<p><b>General</b> Correspondence and other records of a general nature not associated with a specific case file</p> <p><u>Note 1</u> Close file at end of fiscal year</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>General</li> </ul>	PERMANENT	2860	unscheduled
14. 2900	Invasive Species	<p><b>Case Files - Invertebrate</b> Records include individual case files associated with treatment of invertebrate invasive species in specific geographic locations on Forest Service units</p> <p><u>Note 1</u> Some files may contain PII, store securely, control access</p> <p><u>Note 2</u> Close case file when project completed</p> <p><u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Case Files - Invertebrate</li> </ul>	PERMANENT	New, not previously scheduled	New, not previously scheduled
		<p><b>Case Files – Vertebrate</b> Records include individual case files associated with treatment of vertebrate invasive species in specific geographic locations on Forest Service units</p> <p><u>Note 1</u> Some files may contain PII, store securely, control access</p> <p><u>Note 2</u> Close case file when project completed</p> <p><u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Case Files – Vertebrate</li> </ul>			



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		<p><b>Case Files - Plants:</b> Records include individual case files associated with treatment of plant invasive species in specific geographic locations on Forest Service units  <u>Note 1</u> Some files may contain PII, store securely, control access  <u>Note 2</u> Close case file when project completed  <u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Case Files - Plants</li> </ul>		New, not previously scheduled	New, not previously scheduled
		<p><b>Case Files – Pathogens:</b> Records include individual case files associated with treatment of pathogen species in specific geographic locations on Forest Service units  <u>Note 1</u> Some files may contain PII, store securely, control access  <u>Note 2</u> Close case file when project completed  <u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p>	<ul style="list-style-type: none"> <li>Case Files – Pathogens</li> </ul>		New, not previously scheduled	New, not previously scheduled
15. 3360	Forest Legacy Program	<p><b>Guidance.</b> Records pertaining to the national or regional implementation guidance and direction for the Forest Legacy Program (FLP) Includes State-specific assessments, assessment amendments and updates, designation letters, and memorandums of understanding and agreements  <u>Note 1</u> Maintain by calendar year at host unit  <u>Note 2</u> Retention period begins after document completed, expired, or case closed  <u>Note 3</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval  <u>Note 4</u> Office of record maintains and up-to-date list of records residing at unit, as well as records transferred to FRC and NARA</p>	<ul style="list-style-type: none"> <li>Guidance</li> </ul>	PERMANENT	NEW Not previously scheduled (3360-1)	NEW Not previously scheduled
		<p><b>Projects:</b> Records pertain to the use of Federal funds by grantee to acquire lands or interest in lands under the FLP Records document the Federal financial investment in assuring the land or interests in land is protected in perpetuity Records may include a copy of the recorded conservation easement/deed, review appraisal report,</p>	<ul style="list-style-type: none"> <li>Projects</li> </ul>		NEW Not previously scheduled (3360-2)	NEW Not previously scheduled

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		<p>amicable agreement letters, proof of clear title, and minerals determinations For conservation easements, project files may also include baseline documentation or cover page, summary of annual monitoring, and forest stewardship/multi-resource plan or cover page In addition, the project files must include project grant information, including (1) the award letter, (2) all grand modifications, (3) invoices, (4) financial reports, and (5) progress reports (containing clear language on substantial transactions)</p> <p><u>Note 1</u> Establish case files using the following case naming convention that is generated when a project and tract(s) are entered in FLIS Regional Codes (two digit first-level organization code)-State abbreviation (Federal information Processing Standard two-letter abbreviations)-Project Number (four digit number, starting with 1000 and continuing sequentially)-tract in alphabetical sequence (two letters, startin with AA and continuing sequentially) The FLP project identifier will be cross-referenced with the grant number</p> <p><u>Note 2</u> Maintain by calendar year at host unit</p> <p><u>Note 3</u> Retention period begins after document completed, updated, expired, or case closed</p> <p><u>Note 4</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p> <p><u>Note 5</u> Office of record maintains and up-to-date list of records residing at unit, as well as records transferred to FRC and NARA</p>				
		<p><b>Forest Legacy Information System (FLIS):</b> Includes information maintained regarding database management and operations for applications/systems funded through the Forest Legacy Program</p> <p><u>Note 1</u> Close file at end of calendar year</p> <p><u>Note 2</u> Transfer closed file to NARA when 10 years old Prior to transfer, submit SF258 to FS National Records Officer for approval</p> <p><u>Note 3</u> Database repositories scheduled separately</p>	<ul style="list-style-type: none"> <li>Forest Legacy Information System</li> </ul>		<p>New Not previously scheduled (3360-3)</p>	<p>New Not previously scheduled</p>