

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-10-6	
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 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Monica McGee	5 TELEPHONE NUMBER (202) 205-0442	DATE <i>9 Aug 2013</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>21</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 8/4/2010	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 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 listed on the attached schedule according to 36 C F R 1236 for their entire life cycle USDA/FS also agrees to transfer the records to the National Archives in accordance with 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 – Changes to Currently Existing Retention Schedules: 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	1240	Organization Standards	Field Office Locations	<p>Field Office Locations Includes establishment, relocation, and abolishment requests and approvals field units and facilities</p> <p><u>Note 1</u> Apply retention schedule when case file closed</p> <p><u>Note 2</u> Establish case files under the following subject headings</p> <ul style="list-style-type: none"> • Field Office [Name] • Names [Name of administrative unit, site, or area] <p><u>Note 3</u> Approving office maintains official record</p> <p><u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <ul style="list-style-type: none"> • <u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody 	PERMANENT (see note)	1240-2	N1-95-88-2 30 yrs
2	1240	Organization Standards	Names for Administrative Units, Related Sites and Areas	<p>Names for Administrative Units and Related Sites and Areas Includes markers, dedications, memorials, and structures</p> <p><u>Note 1</u> Apply retention schedule when case file closed</p> <p><u>Note 2</u> Establish case files under the following subject headings</p> <ul style="list-style-type: none"> • Field Office [Name] • Names [Name of administrative unit, site, or area] <p><u>Note 3</u> Approving office maintains official record</p> <p><u>Note 4</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 5</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 6</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 7</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (see note)	1240-3	N1-95-88-2 Retain as long as needed
3	1350	Committee Management	Internal Agency Committee Related to Mission	<p>Internal Agency Committee Internal agency- committees established by agency authority (not established by Public Law or Executive Order) for facilitative or operational purposes, related to the Agency's mission, composed wholly of full-time officers/employees of the Federal government, and not subject to the Federal Advisory Committee Act (FACA) Includes any files created and/or</p>	Temporary 10 years (FY)	1350-3 1350-4 1350-5 1350-7	N1-95-88-2 3 years

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of official boards and committees <u>Note 1</u> Organize by committee name <u>Note 2</u> Close file at end of fiscal year and apply retention schedule			
4	1510	Legislative Affairs	Bills	Bills All categories of bills related to FS programs and authorities, other than those associated with the agency legislative program, including (1) proposals prepared by other Executive Branch agencies that are submitted to the agency for review and comments, (2) draft legislative proposals from Members of Congress or pending legislation that are submitted to the agency for review and comments, (3) requests for drafting services by Members of Congress, and (4) State legislative proposals. Records include legislative reports, memorandums, correspondence, and drafts of proposed legislation <u>Note 1</u> WO is office of record <u>Note 2</u> File chronologically by House and Senate Bill number <u>Note 3</u> Maintenance and disposition handled on a calendar year basis <u>Note 4</u> Close file and apply retention schedule at end of calendar year <u>Note 5</u> Transfer closed file to NARA when 12 years old <u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 7</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 8</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (CY)	1510-1 1510-1-1 1510-2 1510-3 1510-5 1510-7	N1-95-88-2 Varies from 3 yrs to PERMANENT
5	1510	Legislative Affairs	Congressional Testimony	Congressional Testimony Legislative and oversight hearings held by House and Senate committees – including field hearings and State legislative hearings. These records represent the bulk of the records that would be considered of historic value <u>Note 1</u> WO is office of record <u>Note 2</u> File chronologically by House and Senate Bill number <u>Note 3</u> Maintenance and disposition handled on a calendar year basis <u>Note 4</u> Close file and apply disposition at end of calendar year <u>Note 5</u> Transfer closed file to NARA when 12 years old <u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records	PERMANENT (CY)	1510-4	N1-95-88-2 3-10 yrs

Forest Service – Changes to Currently Existing Retention Schedules: 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
				to custody and ownership of NARA <u>Note 7</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 8</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody			
6	1550	International Organizations International Travel	Food and Agriculture Organization	Food and Agriculture Organization (FAO) File contains general correspondence, briefing books, reports, position papers, on the United States and Department of Agricultural [via Forest Service] role in the development of international forestry-related issues The Forest Service is involved in FAO activities such as Council, Conference, Committee of Forestry Development in the Tropics, Committee on Forestry, Study Groups, General Sessions, and Latin American, Asian, and North American Forestry Commissions The Chief of the Forest Service, and/or selected Delegates serve on various committees and commissions to represent the United States interest in forestry activities <u>Note 1</u> Establish folders by subject matter on councils, conferences, committees, commissions, study groups, and so forth <u>Note 2</u> Close files at end of fiscal year and apply retention period <u>Note 3</u> Transfer closed file to NARA when 15 years old <u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (FY)	1550-2-1	N1-95-87-9 1-10 yrs, PERMANENT
7	1550	International Organizations International Travel	World Forestry Congress	World Forestry Congress File consists of briefing books, reports, and numerous information copies The World Forestry Congress consists of scientists, technicians, administrators, and others interested in forestry and its allied fields It is open to virtually all nations The Congress serves as a forum for the exchange of views and experiences, and for the discussion of matters that may lead to formulating broad recommendations applicable on a regional and world-wide basis The function of the Congress is advisory and is held every six years in a host country The Forest Service furnishes leadership to the U.S. National Committee, established to coordinate U.S. participation at each Congress Usually the delegate is the Chief of the Forest Service	PERMANENT (FY)	1550-2-2	N1-95-87-9 1-6 yrs, PERMANENT

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><u>Note 1</u> Close file at end of fiscal year and apply retention schedule</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
8	1580	Grants, Cooperative Agreements, and Other Agreements	Interpretations	<p>Interpretations Includes all correspondence on grants and agreements that provides direction, procedural instructions, or policy guidance</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention schedule</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	1580-1	N1-95-88-2 Perm – 10 yrs
9	1800	Youth, Volunteer, and Hosted Programs	Reports	<p>Includes HRP Accomplishment Report submitted by each HR program. Contains narratives and statistics on accomplishments collected by field units and consolidated for use in the Annual Report made to Congress. Includes YCC and Volunteer accomplishment reports</p> <p><u>Note 1</u> WO prepares consolidated report</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 15 years old</p> <p><u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA</p>	PERMANENT (FY)	1800-2	N1-95-88-2 5 yrs - Perm

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				custody			
10	1850	Jobs Corps Civilian Conservation Corps	Centers	<p>Centers Includes survey records, establishment records, and related correspondence for individual centers File general operational records under 1850 – General</p> <p><u>Note 1</u> Arrange case folders alphabetically by center name and location</p> <p><u>Note 2</u> WO maintains official record, National FS Job Corp Headquarters may maintain official record on behalf of WO</p> <p><u>Note 3</u> Supervisor's Office may maintain reference copy for administrative use Destroy reference copy 10 years after Center closed</p> <p><u>Note 4</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 5</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 6</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 7</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (see note)	1850-1	N1-95-88-2 10 yrs - PERMANENT
11	1850	Jobs Corps Civilian Conservation Corps	Interagency Agreements	<p>Interagency Agreements Correspondence and records relative to overall Job Corps Program operations/management agreements between USDA, the Department of Labor, and other Departments Includes revisions and amendments to the master agreement</p> <p><u>Note 1</u> Apply retention schedule when agreement expires or terminates</p> <p><u>Note 2</u> Transfer closed file to NARA 10 years after center is closed/agreement expires or terminates</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (see note)	1850-4	N1-95-88-2 3 yrs - PERMANENT
	1870	Young Adults Conservation Corps		<p>Note The YACC Program closed in 1981 The retention periods for the program records have expired except for the codes listed below</p> <p>The original enrollee pay records (56 year retention) and State Grant case files (7 year retention after the program closed) are maintained by the Department of Interior</p>			

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12	1910	National Resource Planning	Reports of the Forest Service	<p>Reports of the Forest Service Includes President's Statement of Policy and any congressional revisions, the Annual Report of the Forest Service as required by Section 8 of the Act, published Assessment, published Report to Congress on the Nation's Renewable Resources</p> <p><u>Note 1</u> WO maintains official record</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 15 years old</p> <p><u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	1910-5	N1-95-88-2 25 yrs - PERMANENT
13	1920	Land Management Planning	General	<p>General Correspondence and other records not covered by specific secondary subjects</p> <p><u>Note</u> Close file at end of fiscal year and apply retention schedule</p>	Temporary 25 years (FY)	1920	N1-95-88-2 10 yrs- PERMANENT
14	1920	Land Management Planning	Policy and Agreements	<p>Policy and Agreements Includes memorandums, review comments, negotiation decisions and direction for planning between national, regional, forest, or state levels within the Forest Service, negotiations, inter-related planning, significant correspondence with Congress and the general public which is signed by the Chief and Deputy Chiefs</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention schedule</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	1920	N1-95-88-2 10 yrs- PERMANENT
15	1920	Land Management Planning	Regional Planning	<p>Regional Planning Includes correspondence and information related to regional planning which includes communication between regions or with the National or Forest levels from a given Region, or correspondence with other agencies, State</p>	PERMANENT (FY)	1920-1	N1-95-88-2 10 yrs- PERMANENT

Forest Service – Changes to Currently Existing Retention Schedules: 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
				<p>and local governments, or with private individuals or interest groups</p> <p><u>Note 1</u> File the final regional plan and any amendments under <u>Regional Decision Document</u></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 15 years old</p> <p><u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
16	1920	Land Management Planning	Wilderness Designation	<p>Wilderness Designation Includes maps, tabular data, correspondence, background information for ongoing special studies related to areas proposed for wilderness designation, and information which supports the congressional action taken. Excludes management of established wilderness, which is filed under 2320</p> <p><u>Note 1</u> Close file when study completed and apply retention schedule</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (see note)	1920-4	N1-95-88-2 10 yrs - PERMANENT
17	1920	Land Management Planning	RARE II	<p>RARE II Includes study, background data, correspondence and other records relating to the Roadless area review and evaluation (RARE II) 1977-78. File future wilderness designation information under Wilderness Designation category</p> <p><u>Note 1</u> RARE II project completed. Immediately transfer all existing records to NARA</p> <p><u>Note 2</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 3</u> As electronic retention of official records is approved for this file code</p>	PERMANENT (see note)	1920-4-1	N1-95-88-2 10 yrs - PERMANENT

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				category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 4</u> Units may retain reference copy of information deemed necessary for ongoing work. All such documents must be marked " Reference " and be maintained separately from official agency records			
18	1920	Land Management Planning	National Recreation Area Designation	National Recreation Area Designation Includes maps, tabular data, correspondence, and background material relating to studies for National Recreation Areas. File alphabetically by name of area. Use 2370 for management of established NRAs. <u>Note 1</u> Close file when study/project completed and apply retention schedule <u>Note 2</u> Transfer closed file to NARA when 15 years old <u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (see note)	1920-5	N1-95-88-2 10 yrs - Permnet
19	1920	Land Management Planning	Wild and Scenic River Designation	Wild and Scenic River Designation Includes tabular data, background information and correspondence relating to studies of potential wild, scenic, and recreational rivers. Includes the national rivers inventory and any amendments, deletions, or additions. Updated on basis of forest planning cycle approximately every 10 years. Inventory includes rivers with potential for classification of wild and scenic designations listed by state and location data. <u>Note 1</u> Organize folders alphabetically by name of river <u>Note 2</u> Use 2350 for management of rivers designated in national system <u>Note 3</u> Close file when study completed and apply retention schedule <u>Note 4</u> Transfer closed file to NARA when 15 years old <u>Note 5</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 6</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 7</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (see note)	1920-6	N1-95-88-2 10 yrs - PERMANENT

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
20	1920	Land Management Planning	Special Management Areas	<p>Special Management Areas Includes planning information and correspondence for areas designated for special management studies, Mount St. Helen's or other special disaster areas. Excludes management records filed under subjects, such as 2800 Minerals</p> <p><u>Note 1</u> Close file when no longer needed for administrative use</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (see note)	1920-8	N1-95-88-2 10 yrs - PERMANENT
21	1930	Program Development and Budgeting	General	<p>General Includes general correspondence and material not covered by a specific secondary subject, preparation of short-term program proposals, development of budgets, and direction for the national, Region, Area, Station, and local levels. Excludes items in 6520, including allocations</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 10 years (FY)	1930	N1-95-88-2 2 yrs - PERMANENT
22	2150	Pesticide Use, Management and Coordination	General	<p>General Includes records (including correspondence) related to pesticide 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 75 years (FY)	2150	N1-95-87-20 5 yrs to PERMANENT
23	2150	Pesticide Use, Management and Coordination	Accidents and Incidents	<p>Accidents and Incidents Includes correspondence, final reports, investigation notes and field notes related to accidents and incidents involving use of pesticides</p> <p><u>Note</u> Establish case files as needed, and apply retention period when the case is closed</p>	Temporary 75 years (see notes)	2150-5	N1-95-87-20 5 yrs to PERMANENT
24	2150	Pesticide Use, Management and Coordination	Forest Service Pesticide Impact Assessment Program	<p>Forest Service Pesticide Impact Assessment Program Case files containing proposal, progress reports, final reports of studies conducted by FS research units or universities for identifying pesticide effects on forest and rangelands</p> <p><u>Note 1</u> Proposals not funded. Destroy when reference use ceases</p> <p><u>Note 2</u> Establish case files as needed, and apply retention period when the case is closed</p>	Temporary 75 years (see notes)	2150-4	N1-95-87-20 5 yrs to PERMANENT
25	2150	Pesticide Use,	Pesticide Use	<p>Pesticide Use Reports Includes yearly report of pesticides used on the</p>	Temporary	2150-3	N1-95-87-20

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		Management and Coordination	Reports	national forests <u>Note</u> Close file at end of fiscal year and apply retention period	75 years (FY)		5 yrs to PERMANENT
26	2210	Rangeland Management Planning	Range Allotment Management Plans	Range Allotment Management Plans: Includes correspondence, maps and overlays, photos, trend transect records, grazing capacity estimates, tabulations, utilization records--permitted and actual use--related summary report materials and administrative studies related to range analysis, environmental assessment and decision notices, and the allotment management plan Includes ranges from which grazing may currently be excluded and previously prepared range analysis files Create case files by allotment <u>Note 1</u> Apply retention periods after the plan is revised or superseded <u>Note 2</u> SO maintains official files <u>Note 3</u> Transfer closed file to NARA when 15 years old <u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (see note)	2210-1	N1-95-88-2 3 yrs to PERMANENT
27	2230	Grazing and Livestock Use Permit System	Fees	Fees: Files consisting of general correspondence relative to standard and regulations and related discussions leading to the determination of the fee charged for grazing or crossing of livestock on National Forest lands and on other lands under Forest Service control <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 75 years (FY)	2230-1	N1-95-88-2 3 yrs to PERMANENT
28	2230	Grazing and Livestock Use Permit System	Permittee Card File	Permittee Card File (hardcopy only): Includes annual record of permitted use – documents permittee, number, and type of livestock allowed to graze, and billing for season <u>Note 1</u> Retention period begins once permittee file closed <u>Note 2</u> Some files may contain PII, store securely, control access <u>Note 3</u> Privacy Act System of Records USDA/FS-14– Grazing Permittees – Individual – National Forest System covers all or some of the records retained under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements	Temporary 75 years (see note)	2230-3-1	N1-95-88-2 [retain until no longer needed]
29	2250	Range Cooperation	Advisory Boards	Advisory Boards. Files include copies of charters, correspondence, notice of meetings, minutes, memberships, rosters, bylaws, and all supporting	PERMANENT (see note)	2250-1	N1-95-88-2 10 yrs to

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				documentation of business conducted by Grazing Advisory Boards <u>Note 1</u> Case files arranged alphabetically by board <u>Note 2</u> Transfer closed file to NARA when 15 years old <u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody			PERMANENT
30	2260	Wild Free-Roaming Horses and Burros	Management Plans – Case Files	Management Plans: Case files contain all inventories of horses, statistical data regarding maintenance, studies, and maps, and all documentation regarding use of any specific area for grazing of wild horses in conjunction with multiple use management of public lands. May include public input regarding horse maintenance <u>Note 1</u> Official file maintained by Supervisor's Office <u>Note 2</u> Arrange case files by specific area <u>Note 3</u> Offices maintaining duplicate paper copies of files for reference use should destroy 15 years after plan has been revised or superseded	Temporary 75 years (see note)	2260-3	N1-95-88-2 10 yrs to PERMANENT
31	2270	Information Management and Reports	Reports	Reports: All 2200 reports, including annual grazing statistical, and final study reports. Includes one-time reports. Maintain separate folders, as needed, by name of report <u>Note 1</u> WO maintains record copy <u>Note 2</u> Transfer closed file to NARA when 15 years old <u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody <u>Note 6</u> Some files may contain PII, store securely, control access <u>Note 7</u> Privacy Act System of Records USDA/FS-14– Grazing Permittees – Individual – National Forest System covers all or some of the records retained	PERMANENT (see note)	2270	N1-95-88-2 3 yrs to PERMANENT

Forest Service – Changes to Currently Existing Retention Schedules: 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
				under this file code Review PA SOR USDA/FS-14 for additional access and storage requirements			
32	2360	Heritage Program Management	Policy and Direction	<p>Policy and Direction: Includes correspondence related to policy or program direction, directed to other agencies on policy matters, or signed by the Chief of the Forest Service or the Secretary of USDA</p> <p><u>Note 1</u> Close record at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	2360-1	N1-95-88-2 3 yrs to PERMANENT
33	2400	Timber Management	Policy	<p>Policy Includes correspondence relating to timber management policies, program and direction, policy signed by the Chief of the Forest Service or by the Secretary of USDA File also includes Congressionals of a substantive nature that require more than a routine response, correspondence from private sector organizations and individuals seeking clarification on Forest Service Timber Management policy, plans, and decisions</p> <p><u>Note 1</u> Break file every 5 years</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (see note)	2400-1	N1-95-88-2 10 yrs to PERMANENT
34	2400	Timber Management	Special Projects	<p>Special Projects Includes general correspondence, periodic reports and other records related to special projects with broad application across timber management functions such as Heli-Stat, Cyclocrane, etc Offer records to NARA when the project is completed and the records are no longer needed in the agency</p> <p><u>Note 1</u> Organize by case file by project name</p>	PERMANENT (see note)	2400-4	N1-95-88-2 PERMANENT (WO)

Forest Service – Changes to Currently Existing Retention Schedules: 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
				<p><u>Note 2</u> Retention period begins when case file closed</p> <p><u>Note 3</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
35	2420	Timber Appraisals	General	<p>General. Includes correspondence and comments related to the policy and management of the timber appraisal program</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 30 years (FY)	2420	N1-95-88-2 5 yrs to PERMANENT
36	2420	Timber Appraisals	Appraisal Methods	<p>Appraisal Methods. Includes general correspondence and other records related to the theory and application of appraisal methods and approvals for use</p> <p><u>Note 1</u> Close file at the end of the fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT	2420-5	N1-95-88-2 15 yrs to PERMANENT
37	2430	Commercial Timber Sales	General	<p>General Records include correspondence and similar documentation associated with commercial timber sales and response to inquiries not retained under any other 2430 category</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary 30 years (FY)	2430	N1-95-88-2 5 yrs to PERMANENT
38	2430	Commercial Timber Sales	Policy	<p>Policy Records regarding interpretation and/or development of policies associated with commercial timber sales, including responses to Congressional correspondence</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention schedule</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records</p>	PERMANENT (FY)	2430	N1-95-88-2 5 yrs to PERMANENT

Forest Service – Changes to Currently Existing Retention Schedules: 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
				to custody and ownership of NARA <u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody			
39	2430	Commercial Timber Sales	Preparation, Advertisement, and Award – Small Business Programs	Preparation, Advertisement, and Award – Small Business Programs Includes the development and administration of the sale program set aside for small business. This involves 5 year recomputation of shares, protests of size class, semi-annual analysis procedures, Special Salvage Timber Sale program, and reports <u>Note 1</u> Transfer closed file to NARA when 15 years old <u>Note 2</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 3</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 4</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (see note)	2430-2-3	N1-95-88-2 5 yrs to PERMANENT
40	2450	Timber Sale Contract Administration	General	General: Records include correspondence and similar documentation associated with timber sale contract administration, and response to inquiries not retained under any other 2450 category <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years (FY)	2450	N1-95-88-2 5 yrs to PERMANENT
41	2450	Timber Sale Contract Administration	Policy	Policy Records regarding interpretation and/or development of policies associated with timber sale contract administration, including responses to Congressional correspondence <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 15 years old <u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA	PERMANENT (FY)	2450	N1-95-88-2 5 yrs to PERMANENT

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				custody			
42	2470	Silvicultural Practices	Policy	<p>Policy: Includes correspondence related to policy including interpretation and implementation of National Forest Management Act (NFMA) and National Environmental Policy Act (NEPA)</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	2470-1	N1-95-88-2 3 yrs to PERMANENT
43	2520	Watershed Protection and Management	Watershed Condition Assessment	<p>Watershed Condition Assessment Includes general correspondence related to guidelines, procedures, criteria, and standards for classifying watershed conditions</p> <p><u>Note 1</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</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	2520-1	N1-95-87-16 5 yrs
44	2540	Water Uses and Development	Municipal Supply Watersheds– RO/SO	<p>Municipal Supply Watersheds- RO/SO: Records pertain to watersheds created by Regions and Supervisor's Offices (not by Legislative Action) that provide the principal source of community water, encouragement provided to municipalities to provide adequate and appropriate water treatment, and costs associated with unusually restrictive practices required to meet state-approved Best Management Practices for protection of surface water. Screen for records to be filed under 2510 – NFS Watershed Case Files</p> <p><u>Note 1</u> Retention period begins once administrative use ceases</p> <p><u>Note 2</u> Screen files for documents deemed necessary for the 2510 NFS</p>	PERMANENT (see note)	2540-2c	N1-95-88-2 Destroy when admin use ceases

Forest Service – Changes to Currently Existing Retention Schedules: 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
				<p>watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files</p> <p><u>Note 3</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
45	2540	Water Uses and Development	Water Rights	<p>Water Rights: Includes case files documenting water right use File contains the original permits, licenses, reserved water right notification, court decrees, proof of shares, and other records verifying water right use Also includes background and working papers</p> <p><u>Note 1</u> Retention period begins when case file closes</p> <p><u>Note 2</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files</p> <p><u>Note 3</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (see note)	2540-1	N1-95-87-16 Destroy when admin use ceases
46	2540	Water Uses and Development	Water Rights – Denials or Cancellations	<p>Water Rights – Denials or Cancellations: Closed cases involving denials or cancellations of applications</p> <p><u>Note 1</u> Retention period begins after case closed</p> <p><u>Note 2</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files</p>	Temporary 30 years (see note)	2540-1-1	N1-95-87-16 1 yr
47	2540	Water Uses and Development	Water Uses of Others	<p>Water Uses of Others: Case files documenting dispute between Forest Service and private or non-Federal users of water on or affecting National Forest lands The</p>	Temporary 30 years	2540-1-3	N1-95-87-16 1 yr

Forest Service – Changes to Currently Existing Retention Schedules: 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
				file contains an application, protest letter to the State agency, and other records related to the dispute <u>Note 1</u> Retention period begins after case file closed <u>Note 2</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files	(see note)		
48	2550	Soil Management	General	General: Correspondence, memorandums, and other records pertaining to soil management which do not fit under a specific secondary subject heading <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 30 years (FY)	2550	N1-95-10-4 Item 233
49	2550	Soil Management	Resource Inventories	Resource Inventories. Includes oil resource inventory reports and support documentation <u>Note 1</u> Screen files for documents deemed necessary for the 2510 NFS watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 2</u> Retention period begins when administrative use ceases <u>Note 3</u> Transfer closed file to NARA when 15 years old <u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (see note)	2550-1 2550-2	N1-95-88-2 3 yrs to Destroy when admin use ceases
50	2550	Soil Management	Soil Interpretation	Soil Interpretation: Case files include documentation related to soil management support services, soil quality monitoring, special soil investigations, soil interpretations, and cooperative soil programs <u>Note 1</u> Screen files for documents deemed necessary for the 2510 NFS Watershed case files Apply retention period to remainder of documents not moved to 2510 NFS Watershed case files <u>Note 2</u> Retention period begins when administrative use ceases	Temporary 30 years (see note)	2550-1	N1-95-88-2 3 yrs to Destroy when admin use ceases
51	2600	Wildlife, Fish, and Sensitive Plant Habitat Management	General	General: Records, including correspondence, related to policy and procedures, congressional and responses to the public related to wildlife and fisheries policy, also includes correspondence too broad to be filed under a specific subject heading <u>Note</u> Close file at end of fiscal year	Temporary 30 years (FY)	2600	N1-95-88-2 5 yrs to PERMANENT
52	2620	Habitat Planning and	Statewide	Statewide Comprehensive Plans. Includes state-wide comprehensive plan for	PERMANENT	2620-1	N1-95-88-2

Forest Service – Changes to Currently Existing Retention Schedules: 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
		Evaluation	Comprehensive Plans	<p>species other than Threatened and Endangered Records are established as case files Regional and Forest Plans are filed under 1920-Land Management Planning</p> <p><u>Note 1</u> Retention period begins when plan is superseded</p> <p><u>Note 2</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	(see note)		Permanent
53	2630	Management of Wildlife and Fish Habitat	General	<p>General: Records including correspondence and plans related to the actual projects and implementation of practices designed to correct or enhance habitat conditions, coordination of habitat projects with other FS activities such as timber, range, minerals and geology</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 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	2630	N1-95-88-2 5 yrs to Permanent
54	2630	Management of Wildlife and Fish Habitat	Special Areas	<p>Special Areas. Includes correspondence and plans related to areas designated for intensive management such as zoological or botanical areas</p> <p><u>Note 1</u> Records are established as case files</p> <p><u>Note 2</u> Retention period begins when case file closed</p> <p><u>Note 3</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of</p>	PERMANENT (FY)	2630-3	N1-95-88-2 5 yrs

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody			
55	2650	Animal Damage Management	General	General: Records, including correspondence, related to predator and rodent control, animal damage control reports and reviews, procedures for control between the Bureau of Land Management, Fish and Wildlife Services, and state agencies <u>Note</u> Close file at end of fiscal year	Temporary 10 years (FY)	2650	N1-95-88-2 3 yrs to PERMANENT
56	2650	Animal Damage Management	Predators and Rodent Control Projects	Predators and Rodent Control Projects: Includes records on predator and rodent control activities <u>Note</u> Retention period begins when case file close	Temporary 10 years (see note)	2650	N1-95-10-4 Item 242
57	2660	Administration	Reports	Reports: Includes the Annual Report on all animal and fish population on National Forest Lands <u>Note 1</u> Close file at end of fiscal year <u>Note 2</u> Transfer closed file to NARA when 15 years old <u>Note 3</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (FY)	2660-1	N1-95-88-2 10 yrs to PERMANENT
58	2710	Special Use Authorizations	Administrative Studies	Administrative Studies: Includes national appraisals and studies to revise special use fees and studies assessment and evaluation <u>Note</u> Close record when appraisal/study completed and apply retention period	Temporary 50 years (see note)	2710-1	N1-95-88-2 5 yrs to PERMANENT
59	2820	Mineral Leases, Permits, and Licenses	General	General: Includes correspondence and records pertaining to policy and regulation development, direction and procedures concerning permits or leases issued by BLM File records related to interagency agreements under 1580 <u>Note 1</u> WO Minerals official files are organized by Region <u>Note 2</u> Experimental (Research) Stations do not maintain 2820 files	Temporary 50 years (see note)	2820	N1-95-88-2 20 yrs to PERMANENT
60	2830	Mineral Reservations and Rights Outstanding	General	General: Includes correspondence and records regarding policy, regulations, direction, and procedure pertaining to development of minerals per reserved and outstanding (ROR) mineral rights, mineral potential of NFS lands with ROR and Types of ROR being developed <u>Note 1</u> WO Minerals maintains official record pertaining to policy, regulations,	Temporary 50 years (see note)	2830	N1-95-88-2 25 yrs to PERMANENT

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NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				direction and procedures <u>Note 2</u> WO Minerals official files related to the administration of areas or projects subject to ROR are organized by Region <u>Note 3</u> Experimental (Research) Stations do not maintain 2820 files			
61	2850	Mineral Materials	General	General: Records, including correspondence, related to the sale, free use, and management of mineral materials and other records too broad to file under 2850-Permits <u>Note 1</u> Close file at end of fiscal year and apply retention period <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 50 years (FY)	2850	N1-95-88-2 20 yrs to PERMANENT
62	2860	Forest Service Authorized Prospecting and Mineral Collecting	General	General. Correspondence and other records of a general nature not associated with a specific case file <u>Note</u> Close file at end of fiscal year	Temporary 50 years (FY)	2860	N1-95-10-5 Item 13
63	3110	Smokey Bear Program	General	General. Includes correspondence relating to all components, and other subject matters specifically related to administration of the Smokey Bear program excluding agreements, licenses, and authorizations Establish folders by subject matter (see 1640-AudioVisual-Graphic Arts for disposition of art work) <u>Note 1</u> WO maintains official record, all offices transfer records to WO <u>Note 2</u> Close file at end of fiscal year <u>Note 3</u> Transfer closed file to NARA when 15 years old <u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA <u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (FY)	3110	N1-95-88-2 3 yrs to PERMANENT
64	3610	Rural Development	General	General: Records, including correspondence, pertaining to the coordination of forestry activities with other USDA Committees and outside agencies, to help support State and local concerns in eliminating problems in rural areas <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years (FY)	3610	N1-95-88-1 3 yrs to PERMANENT

Forest Service – Changes to Currently Existing Retention Schedules: 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
65	3620	Resource Conservation and Development	Reports	<p>Reports: Annual Report for RC&D Projects and National Accomplishment Summary Report</p> <p><u>Note 1</u> Close file at end of fiscal year</p> <p><u>Note 2</u> File economic development regions and multicounty planning records in 3600 and apply retention period</p> <p><u>Note 3</u> Transfer closed file to NARA when 15 years old</p> <p><u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [e.g. ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	3620-2	N1-95-88-2 5 yrs to PERMANENT