

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-95-10-9	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION NWML, ROOM 2100 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/19/10</i>	
1 FROM (Agency or establishment) USDA/Forest Service		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>18 Jun 13</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 17 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 09/20/2010	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

FSH 6209.11, Chapter 40, 5000, 6000, 7000  
Some Changes in Narrative/Description and/or Retention Period

NARA ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1	5120	Preparedness	Plans	<b>Plans</b> Includes annually issued written plan and associated documentation that provides for timely recognition of approaching critical fire situations, priority setting, the deployment of forces, and other actions to respond to fire situations <u>Note 1</u> Current, annual – arrange in folders by plan <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 50 years (FY)	5120-3	N1-95-88-2 50 yrs
2	5300	Law Enforcement	General	<b>General</b> Includes general correspondence and materials regarding law enforcement that are too broad to be filed under a specific subject heading Also includes damage appraisal and claims <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> File records pertaining to identification cards and trespass cards under 5320-Pocket Credentials	Temporary 5 years (FY)	5300	N1-95-88-2 5 yrs
3	5310	Law Enforcement Planning	General	<b>General</b> Includes Law Enforcement Plan that identifies problems, trends, workloads at each organizational level, staffing needs that outline how field units will conduct law enforcement program <u>Note 1</u> Close file at end of fiscal year <u>Note 2</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service	PERMANENT (FY)	5310	N1-95-88-2 Permanent
4	5320	Investigation	General	<b>General</b> Includes general correspondence and records pertaining to types of investigations, procedures, reporting, reports to OIG, and directions <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	5320, 5320-3	N1-95-88-2 10 yrs
5	5320	Investigation	Investigative Cases	<b>Investigative Cases</b> Investigations related to fraud, abuse and misuse by FS personnel and non-FS personnel <u>Note 1</u> Establish case files as needed <u>Note 2</u> Retention period begins when case file closed	Temporary 10 years (see note)	5320-1	N1-95-88-2 10 yrs
6	5320	Investigation	Pocket Credentials	<b>Pocket Credentials</b> Includes documentation and records of credential cards for special agents and special officers <u>Note 1</u> Establish case files as needed <u>Note 2</u> Retention period begins when case file closed	Temporary 10 years (see note)	5320-2	N1-95-88-2 10 yrs
7	5330	Law Violations	General	<b>General</b> Includes correspondence and records related to law violations <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	5320, 5320-1, 5320-2, 5320-3, 5320-4, 5320-5, 5320-6	N1-95-88-2 10 yrs
8	5340	Reports	Case Reports	<b>Case Reports</b> Includes case files containing data that enables reviewing officials	Temporary	5340-1	N1-95-88-2

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				and attorneys to access the prospective merits of a case to present in court <u>Note</u> Retention period begins when case file closed	10 years (see note)		10 yrs
9	5340	Reports	Reports	<b>Reports</b> Includes records associated with the Law Enforcement Management Reporting System (LEMARS), Cooperative Law Enforcement Activity Reports, and Annual Report <u>Note 1</u> Cut off annually <u>Note 2</u> Transfer documentation (record layout, codes, and other specific information necessary to use the electronic database) to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service <u>Note 3</u> Computer input documents should be destroyed when no longer needed for administrative use <u>Note 4</u> Electronic database systems and applications, including database repositories are scheduled separately	PERMANENT (see note)	5340	N1-95-88-2 Permanent
10	5350	Procedures (Law Enforcement)	General	<b>General</b> Includes records and reports pertaining to violation prevention and enforcement, including related activities with Federal, State, and local law enforcement agencies <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	5350	N1-95-88-2 10 yrs
11	5360	Cooperative Law Enforcement	General	<b>General</b> Includes cooperative agreements with State and local authorities <u>Note</u> Retention period begins when agreement terminated	Temporary 10 years (see note)	5360	N1-95-88-2 10 yrs
12	5370	Suitability Requirements, Training, and Standards	General	<b>General</b> Includes policy and procedures, correspondence and memorandums related to levels of training standards for employees with law enforcement duties <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 20 years (FY)	5370	N1-95-88-2 20 yrs
13	5380	Law Enforcement Equipment	General	<b>General</b> Includes correspondence, memorandums, and other records related to policy on law enforcement firearms, chemical agents, self-defense, defensive equipment, uniforms, vehicles, and specialized equipment <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 20 years (FY)	5380	N1-95-88-2 20 yrs
14	5450	National Forest System Modification	Boundary Modifications – Case Files	<b>Boundary Modifications – Case Files</b> Consummated and unconsummated case files containing the Establishment Reports which give background rationale for establishing units which include the public's interest, resources involved, and the intent of management Establishment Documents such as boundary atlas maps, plats, and diagrams Secretarial Orders, Land Orders, Executive Orders,	PERMANENT (see note)	5450-1	N1-95-88-2 Permanent

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				<p>Presidential Proclamations, Acts of Congress which establish a National Forest or Grasslands, Environmental Impact Statement, Wilderness Studies and related documents</p> <p><u>Note 1</u></p> <ul style="list-style-type: none"> <li>Photographing Boundary Map Changes - When boundary changes of large color maps take place, 8 x 10 color positives or 8 x 10 black and white negatives may be made Offer the original map material to NARA 5-years after the filming is complete All photographic sets and portions of photographic sets may be distributed to other field units and destroyed when no longer needed</li> <li>Microfiling Boundary Modifications, Land Transfer, or Interchange Records - If desired, a microform may be made of boundary modifications, land transfer or interchange transfer records in accordance with 36 CFR 1230 When the microform is reviewed and found satisfactory follow the disposition instructions for the paper records under 5450-Boundary Modifications and 5450-Land Transfers or Interchange Analyses Destroy the microform when no longer needed for administrative use</li> </ul> <p><u>Note 2</u> Applicable Regional Offices are the office of record</p> <p><u>Note 3</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 4</u> Wildland studies previously filed under 5500 are now filed under 5450, Ownership Adjustments previously filed under 5500 are now filed under 5400-Plans</p> <p><u>Note 5</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures</p>			
15	5450	National Forest System Modification	General	<p><b>General</b> Includes general correspondence on land transfer or Interchange matters, also correspondence on the establishment of National Forest, National Grasslands, modification of boundaries, and procedural aspects</p> <p><u>Note</u> Close file at end of fiscal year (FY) and apply retention period</p>	Temporary 5 years (FY)	5450	N1-95-88-2 5 yrs
16	5450	National Forest System Modification	Land Transfers or Interchange Analyses – Case Files	<p><b>Land Transfers or Interchange Analyses – Case Files</b> Consummated and unconsummated case files which contain analyses of land transfer or Interchange proposals, related correspondence, environmental analyses, related correspondence, environmental analyses, reservoir projects, public domain and National Forest, copies of authorizing documents of transfers or interchanges</p> <p><u>Note 1</u> Photographing Boundary Map Changes - When boundary changes of large color maps take place, 8 x 10 color positives or 8 x 10 black and white</p>	PERMANENT (see note)	5450-2	N1-95-88-2 Permanent

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				<p>negatives may be made Offer the original map material to NARA 5-years after the filming is complete All photographic sets and portions of photographic sets may be distributed to other field units and destroyed when no longer needed</p> <p><u>Note 2</u> Applicable Regional Offices are the office of record</p> <p><u>Note 3</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 4</u> Some of the documents in the Lands Transfer or Interchange case file may become part of the permanent Title file which is maintained under 5590 – Land Status Title Screen all 5450-Land Transfer case files for title evidence and file under 5590-Land Status Title Retain land transfer documents that do not become part of the title file under this file code and subheading</p> <p><u>Note 5</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures</p>			
17	5460	Rights-of-Way Acquisition	Construction and Use Agreements, and Supplements	<p><b>Construction and Use Agreements and Supplements</b> Case files pertaining to road right-of-way construction and use agreements with other landowners or land administering agencies for joint development and use of roads and road systems Includes supplements to the agreement, correspondence, and related documents Arrange case files alphabetically by name of cooperator</p> <p><u>Note 1</u> Regional Office maintains official record</p> <p><u>Note 2</u> Retention period begins when agreement is terminated Transfer records to FRC 3-years after agreement terminated</p> <p><u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures</p>	Temporary 25 years (see note)	5460-3	N1-95-88-2 25 yrs
18	5470	Reservations and Outstanding Rights	Requests, Applications, and Permits	<p><b>Requests, Applications, and Permits</b> To exercise reserved or outstanding rights Arrange case files alphabetically by name of owner of right</p> <p><u>Note 1</u> Regional Office maintains official record</p> <p><u>Note 2</u> Retention period begins after expiration or termination of right</p> <p><u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures</p>	Temporary 25 years (see note)	5470-2	N1-95-88-2 25 yrs
19	5500	Landownership Title Management	General	<p><b>General</b> General correspondence too broad to be filed under a specific heading</p> <p><u>Note 1</u> Land Classification records, Boundary Modification records, Land Transfer and Interchanges should be filed under the 5450 series</p> <p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p>	Temporary 5 years (FY)	5500	N1-95-88-2 5 yrs
20	5580	Reports and	Reports and	<p><b>Reports and Records</b> Includes annual statistical reports covering National</p>	PERMANENT	5580	N1-95-88-2

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		Records	Records	Forest areas, land exchanges, and land donations, rights-of-way reports, land acquisition program and accomplishment reports Arrange alphabetically by type of report <u>Note 1</u> Close file at end of FY <u>Note 2</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service <u>Note 3</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures	(FY)		Permanent
21	5590	Landownership Status	Land Status Title	<p><b>Land Status Title</b> Contains documents necessary for the protection of the United States title and interest in land The title file includes</p> <ul style="list-style-type: none"> <li>(a) title opinions, decisions, reports and title insurance policies,</li> <li>(b) certifications or letters of acceptance,</li> <li>(c) deeds, patents, and other conveyance documents to and from the United States,</li> <li>(d) certificates of possession and of use and consent,</li> <li>(e) option contracts, offer to donate and statement of intent to exchange,</li> <li>(f) letters of case approval,</li> <li>(g) publication notices,</li> <li>(h) vouchers and tax notices,</li> <li>(i) statement of summary estimate of value and value notification to other Government agencies,</li> <li>(j) cleannghouse (A-95) letters,</li> <li>(k) deeds and other documents relative to outstanding rights, also,</li> <li>(l) appraisal review reports, and</li> <li>(m) any other documents deemed essential for protection of the United States title to land or interest in land including, but not limited to, maps, plats, drawings, photographs, letters, memorandums, and other legal documents</li> </ul> <p><u>Note 1</u> Arrange alphabetically by grantor  <u>Note 2</u> Regional Offices maintain permanent records, all other offices are to send records to appropriate Regional Officer  <u>Note 3</u> <b>Title File</b>                      (1) Title file consists of certain documents from consummated cases in 2730, 5420, 5430, 5440, 5450, 5460, 5480, 5510, 5570, and other file designations containing title evidence (See FSM 5590) Destroy documents that do not</p>	PERMANENT (see note)	5590	N1-95-88-2 Permanent

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				become part of the consummated title file (2) Transfer original title file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service <u>Note 4</u> If paper records maintained, both hardcopy originals and hardcopy official file copies should have original signatures <u>Note 5</u> Vital records			
22	5700	Aviation Management	General	<b>General</b> Includes general correspondence and records related to general aircraft, policy, and responsibilities <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	5700	N1-95-88-2 10 years
23	5710	Administration (Aviation)	General	<b>General</b> Includes records pertaining to planning specialized aviation activities and operations, aviation personnel qualifications, equipment and so forth <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	5710	N1-95-88-2 10 years
24	5720	Aviation Safety Program	General	<b>General</b> Includes records pertaining to accident and incident investigation <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	5720	N1-95-88-2 10 years
25	6220	Correspondence	Significant Controlled Correspondence	<b>Significant Controlled Correspondence</b> Correspondence of a substantive nature that pertains to significant policy issues and program functions, such as plans, objectives, or responsibilities Includes the following <ul style="list-style-type: none"> <li>• USDA Control Correspondence Correspondence assigned to the Forest Service by the Office of the Secretary of Agriculture</li> <li>• NRE Controlled Correspondence Responses to correspondence prepared at the request of the Office of the Under Secretary for Natural Resources and the Environment (NRE)</li> <li>• FS Controlled Correspondence Correspondence from a member of Congress addressed to the Chief of the Forest Service, to individual Forest Service staffs, or to the Congressional Liaison Officer</li> </ul> <u>Note 1</u> The office of record for controlled correspondence is that of the signing official Exceptions WO is the FS office of record for controlled correspondence signed by the Secretary of Agriculture or the Under Secretary for Natural Resources and the Environment <u>Note 2</u> Close file at end of FY Apply retention period <u>Note 3</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit	PERMANENT (FY)	6220-2	N1-095-05-3 Permanent

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				SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service			
26	6300	Procurement Management	GAO/OGC Opinion	<b>GAO/OGC Opinion</b> Includes general correspondence and decisions pertaining to procurement policy <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	6300-5	N1-95-88-2 10 yrs
27	6300	Procurement Management	Reports	<b>Reports</b> Quarterly Reports submitted to USDA, GSA and Congress which include AD-760, Report of Individual Procurement, SF 281, FPDS-Summary of Contract Actions of \$10,000 or Less and Subcontract Data on Selected Prime Contracts, and so forth <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	6300-2	N1-95-88-2 10 yrs
28	6440	Real Property Management	Excess Real Property	<b>Excess</b> Includes reports, disposition instructions and correspondence related to excess real property <u>Note 1</u> See <i>Real Property Disposition</i> for disposition of records necessary and convenient for the use of real property transferred to another Federal agency or old, donated, or traded to a non-Federal entity <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	6440-1	N1-95-88-2 10 yrs
29	6500	Finance and Accounting	Irregularities	<b>Irregularities</b> Includes records of investigations for losses which trigger an accountable officer's liability <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	6500-2	N1-95-88-2 10 yrs
30	6530	Billings and Collections	General	<b>General</b> Includes general correspondence related to billings and collections <u>Note</u> Close file when agreement, contract, or permit ends, apply retention period	Temporary 5 years (see note)	6530	N1-95-88-2 5 yrs
31	6540	Payments	General	<b>General</b> Records, including correspondence, regarding accountable officers' returns and related records, including records under the cognizance of the General Accounting Office (GAO) There are several types of "accountable officers," such as <ul style="list-style-type: none"> <li>• the collecting officer, who receives monies owed to the Federal Government and ensures that it is credited to the proper account,</li> <li>• the disbursing officer who is responsible for providing documentation to GAO, since he/she accomplishes the actual payment of public monies to proper Federal creditors, and</li> <li>• The certifying officer, whose signature on a summary attests to the authenticity of vouchers listed on the schedule</li> </ul> <u>Note 1</u> Accounts and supporting documents pertaining to American Indians are not authorized for disposal Such records must be retained indefinitely since they may be	Temporary 5 years (see note)	6540	N1-95-88-2 5 years



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				needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians <u>Note 2</u> Close file when agreement, contract, or permit ends, apply retention period			
32	6580	Working Capital Fund	General	<b>General</b> Includes general correspondence, budget reports, and rate computation worksheets <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 5 years (FY)	6580	N1-95-88-2 5 yrs
33	6600	Systems Management	ADP Plans	<b>ADP Plans</b> Correspondence relating to USDA and FS overall ADP plans and submissions for OMB A-11 reports, approvals, and justifications Includes long-range plans for computer applications and data base systems, and planning records relative to coordinating council activities and workload forecasting <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	6600-1-2	N1-95-88-2 Permanent
34	6600	Systems Management	Tapes	<b>Tapes</b> A-11 Reports – transfer tapes to FRC when 3-years old, for proper storage under controlled environmental conditions <u>Note 1</u> WO maintains official record <u>Note 2</u> Apply retention period at end of fiscal year during which tapes created	Temporary 10 years (FY)	6600-1-2	N1-95-88-2 10 yrs
35	6610	Computer Technology Management	Study Reports – Final Report	<b>Study Reports – Final Report</b> Final study report only <u>Note 1</u> WO maintains official record <u>Note 2</u> Close file at end of study	Temporary 10 years (see note)	6610-2-3	N1-95-88-2 Permanent
36	6620	Computer Software Management	Project Case Folders	<b>Project Case Folders</b> Case folders organized by project number and name Includes only projects which have gone to feasibility study point or beyond <u>Note</u> Retention period begins upon discontinuance of system	Temporary 5 years (see note)	6620-2-2	N1-95-88-2 5 yrs
37	6620	Computer Software Management	Reviews and Evaluation	<b>Reviews and Evaluation</b> Records relating to reviews and evaluation of proposed and existing computer applications, including disapproved systems <u>Note 1</u> If the review and evaluation results in approval of project, place records in a case folder and file under 6620-Project Case Folders <u>Note 2</u> Apply retention period to disapproved system records after final determination	Temporary 5 years (see note)	6620-2	N1-95-88-2 5 yrs
38	6630	Data Management	Data Base Design	<b>Data Base Design</b> Correspondence and documentation relating to the specification, design, review and evaluation of data base systems <u>Note 1</u> If the review and evaluation results in approval of project, place records in a case folder and file under 6630-Project Case Folders <u>Note 2</u> Apply retention period to disapproved system records after final determination	Temporary 5 years (see note)	6630-4	N1-95-88-2 5 yrs

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39	6630	Data Management	Data Base Project Cases	<b>Data Base Project Cases</b> Case folder by project number and name Includes only projects which have gone to feasibility study point or beyond <u>Note</u> Retention period begins upon discontinuance of system	Temporary 5 years (see note)	6630-4-1	N1-95-88-2 5 yrs
40	6630	Data Management	Technology	<b>Technology</b> Correspondence relating to software and hardware support for data base design and operations Includes reviews and evaluations of existing and proposed data base management software <u>Note</u> Close file at end of fiscal year or when system discontinued (as applicable) and apply retention period	Temporary 5 years (see note)	6630-2	N1-95-88-2 5 yrs
41	6640	Telecommunications	Plans	<b>Plans</b> Strategic plans addressing long term telecommunication requirements and tactical/operational plans that insure reliable and effective operations <u>Note</u> Retain in office Retention period begins when plan is replaced	Temporary 3 years (see note)	6640-1	N1-95-91-2 3 years
42	6810	Information Management Standards	General	<b>General</b> Correspondence, forms, National Information Requirements proposals, directives processing requests used to modify or proposed national information requirements <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years (FY)	1390	N1-95-88-2 3 yrs
43	6810	Information Management Standards	Plans and Studies	<b>Plans and Studies</b> Includes the final report of the Information Resource Management Plans, special studies, and other reports leading to information planning and policy making <u>Note</u> Close file when plan/study completed and apply retention period	Temporary 3 years (see note)	1390-1	N1-95-88-2 3 yrs
44	7100	Engineering Operations	General	<b>General</b> General records, including correspondence, not covered elsewhere in this schedule, associated with engineering management <u>Note</u> Close file and apply retention period when administrative and legal use ceases	Temporary 5 years (FY)	7100	N1-95-88-2 2-3 yrs
45	7140	Geospatial	Aerial Photography – Negatives and Indexes	<b>Aerial Photography – Negatives and Indexes</b> Records primarily include 10" x 10" hard copy prints from resource photography project acquisitions Prints may be black and white, color, and/or infrared Each aerial photography acquisition generally includes a paper index indicating the location of each photo in the area of interest The index should be retained in immediate proximity to the hard copy photos Recent collections (post 2000) may consist entirely of digital files that are generally delivered on external hard drives to regional offices and/or the FS Remote Sensing Applications Center, 2222 W 2300 South, Salt Lake City, UT <u>Note 1</u> Offer paper records to NARA when 40 years old, in 5-year blocks Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service	PERMANENT (see note)	7140-4-2	Agriculture Stabilization and Conservation Schedule NC1-16-84-1, Item #14 Permanent

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				<p><u>Note 2</u> Offer digital records to NARA when 5-years old Coordinate submission with FS National Records Officer, including completion of SF258</p> <p><u>Note 3</u> Aerial photographic records (negatives and indexes) are maintained by the Farm Services Agency (FSA) Aerial Photography Field Office (APFO), 2222 West 2300 South, Salt Lake City UT 84119-2020</p> <p><u>Note 4</u> Printed sets of aerial photographs are non-records and retained as such, EXCEPT for the following</p> <ul style="list-style-type: none"> <li>Photographs retained in project and/or resource files take on the retention period of the project or resource records</li> <li>Aerial photographs retained under file codes 4110 – Timber Research Management Programs and 5510 – Title Claims and Encroachment Cases assume the retention period of the program records</li> </ul> <p><u>Note 5</u> Do not retain aerial photographs under code 1640 – Audio Visual</p> <p><u>Note 6</u> Heading <b>Geometronics</b> has been changed to <b>Geospatial</b></p>			
46	7140	Geospatial	Cartographic Base Products	<p><b>Cartographic Base Products</b> Records include the final version of large scale topographic maps, intermediate scale and small scale maps, along with related production materials Included are maps published by national forests, on web</p> <p><u>Note 1</u> Geographic Information System (GIS) data files used in production are maintained in the corporate geodatabase and scheduled separately</p> <p><u>Note 2</u> One copy of each map is sent to NARA via automatic distribution at the time of publication</p> <p><u>Note 3</u> Heading <b>Geometronics</b> has been changed to <b>Geospatial</b></p>	PERMANENT (see note)	7140-1-1, 7140-1-2	N1-95-88-2 Permanent
47	7140	Geospatial	Remote Sensing Data Products/Imagery	<p><b>Remote Sensing Data Products/Imagery</b> Project materials may include hard copy photographic prints (described elsewhere in the 7140 schedule), negatives, and/or digital image files delivered on external hard drives to regional offices and/or the FS Remote Sensing Applications Center, 2222 W 2300 South, Salt Lake City, UT</p> <p><u>Note 1</u> Offer paper records to NARA when 40 years old, in 5-year blocks Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service <u>Note 2</u> Offer digital records to NARA when 5-years old Coordinate submission with FS National Records Officer, including completion of SF258</p> <p><u>Note 3</u> Aerial photographic records (negatives and indexes) are maintained by the FSA APFO, 2222 West 2300 South, Salt Lake City UT 84119-2020</p> <p><u>Note 4</u> Heading and subheading <b>Geometronics – Remote Sensing Projects</b> has been changed to <b>Geospatial – Remote Sensing Data Products/Imagery</b></p>	PERMANENT (see note)	7140-5-6	Agriculture Stabilization and Conservation Schedule NC1-16-84-1, Item #40 Permanent

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48	7140	Geospatial	Remote Sensing – User Assistance	<b>Remote Sensing – User Assistance</b> Records consist of emails between the subject matter experts at the regional offices and/or the Remote Sensing Applications Center and field technicians, regional remote sensing coordinators, and regional geospatial program managers <u>Note 1</u> Close file when no longer needed for administrative use and apply retention period <u>Note 2</u> Heading <b>Geometronics</b> has been changed to <b>Geospatial</b>	Temporary 6 years (see note)	7140-5-3	N1-95-88-2 6 yrs
49	7140	Geospatial	Remote Sensing Coordination	<b>Remote Sensing Coordination</b> Includes correspondence relating to efforts of coordination, both internal and external, to optimize benefits from and meet simultaneously, needs which are specific to remote sensing <u>Note 1</u> Transfer to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Preaccession is authorized by mutual consent of both NRA and Forest Service <u>Note 2</u> Heading <b>Geometronics</b> has been changed to <b>Geospatial</b>	PERMANENT (see note)	7140-5-1	N1-95-88-2 Permanent
50	7140	Geospatial	Remote Sensing Policy and Testimony	<b>Remote Sensing Policy and Testimony</b> Copies of Congressional testimony and correspondence <u>Note 1</u> Copy of all Congressional testimony to be provided to Office of Communication/Legislative Affairs <u>Note 2</u> Close file at end of fiscal year and apply retention period <u>Note 3</u> Heading <b>Geometronics</b> has been changed to <b>Geospatial</b>	Temporary 6 years (FY)	7140-5-7	N1-95-88-2 6 yrs
51	7140	Geospatial	Remote Sensing Programs	<b>Remote Sensing Programs</b> Including FS-FAP, USDA, and others <u>Note 1</u> Close file when administrative use ends and apply retention period <u>Note 2</u> Heading <b>Geometronics</b> has been changed to <b>Geospatial</b>	Temporary 6 years (see note)	7140-5-4	N1-95-88-2 6 yrs
52	7140	Geospatial	Visitor Information Maps	<b>Visitor Information Maps</b> Records include the final version of intermediate scale visitor map and related production materials <u>Note 1</u> Geographic Information System (GIS) data files used in production are maintained in the corporate geodatabase and scheduled separately <u>Note 2</u> One copy of each map is sent to NARA via automatic distribution at the time of publication <u>Note 3</u> Heading <b>Geometronics</b> has been changed to <b>Geospatial</b>	PERMANENT (see note)	7140-2-1	N1-95-88-2 Permanent
53	7170	Materials Engineering	Construction	<b>Construction</b> Records pertain to geotechnical and materials engineering construction <u>Note 1</u> Create case folders by project <u>Note 2</u> Retention period begins when project completed	Temporary 10 years (see note)	7170-1, 7170-1-1, 7170-3, 7170-3-1	N1-95-88-2 10 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
						7170-4, 7170-4-1, 7170-5, 7170-5-1, 7170-6, 7170-6-1, 7170-7, 7170-7-1	
54	7170	Materials Engineering	Design	<b>Design</b> Records pertain to design projects <u>Note 1</u> Create case folders by project <u>Note 2</u> Retention period begins when project completed	Temporary 10 years (see note)	7170-2, 7170-2-1	N1-95-88-2 10 yrs
55	7180	Internal Energy Conservation	General	<b>General</b> Records, including correspondence, relating to practices within the Forest Service geared toward meeting the National need for attaining greater energy sufficiency <u>Note</u> Retention period begins when records no longer needed for administrative or legal purposes	Temporary 50 years (see note)	7180	N1-95-88-2 Permanent
56	7310	Buildings and Related Facilities	Projects	<b>Projects</b> Records regarding Agency buildings and related facilities <u>Note 1</u> Regional Offices maintain official record of regional and forest facilities <u>Note 2</u> Retention period begins when facility no longer in use by Forest Service <u>Note 3</u> Maintain case folders by project	Temporary 10 years (see note)	7310-2	N1-95-88-2 Destroy 10 years after the life of the facility
57	7310	Buildings and Related Facilities	Reports	<b>Reports</b> Includes reports pertaining to buildings and related facilities Reports include, but are not limited to planned consolidations, inspections (including maintenance and safety), historic preservation, assessment, inventories, and program of work narratives <u>Note</u> Close file and apply retention period when records no longer needed for administrative or legal purposes	Temporary 10 years (see note)	7310-1	N1-95-88-2 10 years
58	7320	Passenger Ropeways Tramways, Funiculars, Ski Lifts, Conveyors, and Tows	Projects	<b>Projects</b> Records include case files regarding the planning/project monitoring, development, operation, and maintenance of tramways, ski lifts, and ski tows on lands management by the Forest Service <u>Note 1</u> Regional Offices maintain official record of regional and forest facilities <u>Note 2</u> Retention period begins when facility no longer in use by Forest Service <u>Note 3</u> Maintain case folders by projects	Temporary 10 years (see note)	7320-1	N1-95-88-2 Destroy 10 years after the life of the facility
59	7400	Public Health and	General	<b>General</b> Records, including correspondence, regarding general activities associated	PERMANENT	7400 (a, b)	N1-95-88-2

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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
		Pollution Control Facilities		with public health and pollution control, not involving policy or a specific report of facility <u>Note 1</u> WO maintains official record <u>Note 2</u> Transfer closed file to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service	(FY)		Permanent
60	7400	Public Health and Pollution Control Facilities	Reports	<b>Reports</b> Reports of activities associated with public health and pollution control <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	7400-1	N1-95-88-2 10 yrs
61	7410	Administration	Pollution Abatement	<b>Pollution Abatement</b> Records regarding administration of pollution abatement activities on Forest Service lands, and not covered elsewhere in this schedule <u>Note</u> Close file and apply retention period when records no longer needed for administrative or legal purposes	Temporary 10 years (see note)	7410-4	N1-95-88-2 10 yrs
62	7410	Administration	Sewage	<b>Sewage</b> Records regarding administration of sewage systems managed by or on Forest Service lands, and not covered elsewhere in this schedule <u>Note</u> Close file and apply retention period when records no longer needed for administrative or legal purposes	Temporary 10 years (see note)	7410-2	N1-95-88-2 10 yrs
63	7410	Administration	Solid Waste	<b>Solid Waste</b> Records regarding administration of solid waste systems managed by or on Forest Service lands, and not covered elsewhere in this schedule <u>Note</u> Close file and apply retention period when records no longer needed for administrative or legal purposes	Temporary 10 years (see note)	7410-3	N1-95-88-2 10 yrs
64	7410	Administration	Water Supply	<b>Water Supply</b> General records regarding administration of water supply systems managed by or on Forest Service lands, and not covered elsewhere in this schedule <u>Note</u> Close file and apply retention period when records no longer needed for administrative or legal purposes	Temporary 10 years (see note)	7410-1	N1-95-88-2 10 yrs
65	7420	Drinking Water	Projects	<b>Projects</b> Records include engineering reports, final as-built drawings and specifications, permits, environmental analysis, correspondence with local/State/Federal agencies, sanitary/condition surveys, and public/regulatory agency notification <u>Note 1</u> Forest/Grasslands maintain official record of forest/grassland facilities <u>Note 2</u> Retention period begins when facility no longer in use by Forest Service <u>Note 3</u> Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory Microfilmed copy then becomes official record and	Temporary 10 years (see note)	7420-1	N1-95-88-2 Destroy 10 years after the life of the facility

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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
				retention period is applied per Note 2 <u>Note 4</u> : Organize case folders by project			
66	7430	Waste Water	Projects	<b>Projects:</b> Records include engineering reports, final as-built drawings and specifications, permits, environmental analysis, condition surveys, and correspondence with local, State, and Federal agencies <u>Note 1</u> Regional Offices maintain official record of regional and forest facilities <u>Note 2</u> Retention period begins when facility no longer in use by Forest Service <u>Note 3</u> Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory Microfilmed copy then becomes official record and retention period is applied per Note 2 <u>Note 4</u> : Maintain case folders by project	Temporary 10 years (see note)	7430-1	N1-95-88-2 Destroy 10 years after the life of the facility
67	7440	Effluents	General	<b>General:</b> Records include engineering reports, final as-built drawings and specifications, permits, environmental analysis, condition surveys, and correspondence with local, State, and Federal agencies <u>Note 1</u> Close file and apply retention period when records no longer needed for administrative or legal purposes <u>Note 2</u> Create case files as needed	Temporary 10 years (see note)	7440	N1-95-88-2 10 yrs
68	7450	Air Quality Stationary Sources	General	<b>General:</b> Records, including correspondence and other documentation, regarding air quality stationary sources, not covered elsewhere in this schedule <u>Note 1</u> Close file and apply retention period when records no longer needed for administrative or legal purposes <u>Note 2</u> Create case files as needed	Temporary 10 years (see note)	7450	N1-95-88-2 10 yrs
69	7460	Solid Waste Systems	Collection	<b>Collection:</b> Records include reports and other records regarding collection activities associated with solid waste system projects <u>Note 1</u> Regional Offices maintain official record of regional and forest facilities <u>Note 2</u> Retention period begins when facility no longer in use by Forest Service <u>Note 3</u> Record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory Microfilmed copy then becomes official record and retention period is applied per Note 2 <u>Note 4</u> Maintain case folders by projects	Temporary 10 years (see note)	7460-1	N1-95-88-2 Destroy 10 years after the life of the facility
70	7460	Solid Waste Systems	Disposal	<b>Disposal:</b> Records include reports and other records regarding disposal activities associated with solid waste system projects	Temporary 10 years	7460-2	N1-95-88-2 Destroy 10

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				<p><u>Note 1</u> Regional Offices maintain official record of regional and forest facilities</p> <p><u>Note 2</u> Retention period begins when facility no longer in use by Forest Service</p> <p><u>Note 3</u> Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. Microfilmed copy then becomes official record and retention period is applied per Note 2</p> <p><u>Note 4</u> Maintain case folders by projects</p>	(see note)		years after the life of the facility
71	7460	Solid Waste Systems	Storage	<p><b>Storage:</b> Records include reports and other records regarding storage activities associated with solid waste system projects</p> <p><u>Note 1</u> Regional Offices maintain official record of regional and forest facilities</p> <p><u>Note 2</u> Retention period begins when facility no longer in use by Forest Service</p> <p><u>Note 3</u> Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. Microfilmed copy then becomes official record and retention period is applied per Note 2</p> <p><u>Note 4</u> Maintain case folders by projects</p>	Temporary 10 years (see note)	7460-3	N1-95-88-2 Destroy 10 years after the life of the facility
72	7490	Food Service	Project Case Files	<p><b>Project Case Files:</b> Includes correspondence and related reports concerning management reviews, approval of project criteria and design drawings, construction specifications, recommendations of needed corrective actions, inspection, and supervision of construction, and insurance of compliance with State or county requirements for safe food service facilities</p> <p><u>Note 1</u> Regional Offices maintain official record of regional and forest facilities</p> <p><u>Note 2</u> Retention period begins when facility no longer in use by Forest Service</p> <p><u>Note 3</u> Entire record may be microfilmed in accordance with the provisions of 36 CFR 1230 and the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. Microfilmed copy then becomes official record and retention period is applied per Note 2</p> <p><u>Note 4</u> Maintain case folders by projects</p>	Temporary 10 years (see note)	7490-1	N1-95-88-2 Destroy 10 years after life of the facility
73	7510	Project Administration	All Other Control Projects	<p><b>All Other Control Projects.</b> Includes all structures other than dams and channels relating to the storage, control, or transmission of water. Include all substantive materials such as surveys, certificates of compliance, reports, designs, plans, specifications, inventories, or other data relating to building and/or maintenance of a structure</p> <p><u>Note 1</u> Regional Offices maintains official record</p> <p><u>Note 2</u> File closed when facility no longer in use by Forest Service</p>	PERMANENT (see note)	7510-3	N1-95-88-2 Permanent



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				<p><u>Note 3</u> Offer records to NARA 15 years after facility no longer in use by Forest Service Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 4</u> Maintain case folders by structure</p>			
74	7510	Project Administration	Channel Projects	<p><b>Channel Projects.</b> Includes all substantive material such as initial designs, plans, specifications, surveys certificates of compliance, inventories, reports, or other data relating to building and/or maintenance of a specific facility Case folders by structure</p> <p><u>Note 1</u> Regional Offices maintains official record</p> <p><u>Note 2</u> File closed when facility no longer in use by Forest Service</p> <p><u>Note 3</u> Offer records to NARA 15 years after facility no longer in use by Forest Service Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 4</u> Maintain case folders by structure</p>	PERMANENT (see note)	7510-2	N1-95-88-2 Permanent
75	7510	Project Administration	Dam Projects	<p><b>Dam Projects:</b> Includes all substantive materials such as initial designs, plans, specifications, displays of drainage area, hydrologic data, surveys, certificates of compliance, reports, inventories, or other data relating to building and/or maintenance of a specific facility Case folders by structure</p> <p><u>Note 1</u> Regional Offices maintains official record</p> <p><u>Note 2</u> File closed when facility no longer in use by Forest Service</p> <p><u>Note 3</u> Offer records to NARA 15years after facility no longer in use by Forest Service Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 4</u> Maintain case folders by structure</p>	PERMANENT (see note)	7510-1	N1-95-88-2 Permanent
76	7520	Dam Planning, Investigation, and Design	General	<p><b>General:</b> Includes records regarding the sequence of planning, site investigation and standards, and design work File site-specific designs, investigations, plans, or reports under appropriate 7510 subheading</p> <p><u>Note 1</u> Forest Supervisor's Office maintains official record</p> <p><u>Note 2</u> Close file and apply retention period when records no longer needed for administrative or legal purposes</p> <p><u>Note 3</u> Transfer closed case files to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is</p>	PERMANENT (see note)	7520	N1-95-88-2 3 yrs - Permanent

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				authorized by mutual consent of both NARA and Forest Service			
77	7540	Design Standards and Criteria for Channels and Other Water Control Structures	General	<b>General: Records, including correspondence</b> , regarding design standards and criteria for channels and other water control structures not covered elsewhere in this schedule <u>Note 1</u> Close file and apply retention period when records no longer needed for administrative or legal purposes <u>Note 2</u> Transfer closed case files to NARA when 15 years old Prior to transfer, submit SF258 to FS National Records Officer for approval Pre-accession is authorized by mutual consent of both NARA and Forest Service	PERMANENT (see note)	7540	N1-95-88-2 Permanent
78	7570	Dam-Management System	Inspections	<b>Inspections:</b> Records associated with dam inspections <u>Note 1</u> Close file when dam is decommissioned and apply retention period <u>Note 2</u> Create case files as needed	Temporary 10 years (see note)	7570-3	N1-95-88-2 10 yrs
79	7570	Dam-Management System	Inventory	<b>Inventory:</b> Records associated with dam inventory and related records <u>Note</u> Close file and apply retention period when records no longer needed for administrative or legal purposes	Temporary 10 years (see note)	7570-1	N1-95-88-2 Destroy 10 years after the life of the facility
80	7570	Dam-Management System	Operation and Maintenance	<b>Operation and Maintenance.</b> Records associated with dam operation and maintenance <u>Note 1</u> Close file and apply retention period when records no longer needed for administrative or legal purposes <u>Note 2</u> Establish case files as needed Records, including correspondence, associated with a site/project are to be filed in a project or case file	Temporary 10 years (see note)	7570-2	N1-95-88-2 10 yrs
81	7710	Travel Planning	Cooperative Agreements/Memorandums of Understanding	<b>Cooperative Agreements/Memorandums of Understanding (MOU).</b> Includes records pertaining to all cooperative agreements and memorandums of understanding, other than Cooperate Road Right-of-Way, construction, and use agreements <u>Note 1</u> Retention period begins after termination of agreement/MOU <u>Note 2</u> Maintain case file for each agreement <u>Note 3</u> Contains PII, store in secure location, limit access	Temporary 10 years (see note)	7710, 7710-5-1, 7710-5-2 7710-5-3 7710-5-4	N1-95-88-2 10 yrs
82	7720	Development	General Road Construction	<b>General Road Construction.</b> Records, including correspondence, not found elsewhere in this schedule, pertaining to road construction <u>Note 1</u> Renamed, formerly <b>Road Designs, Standards, and Specifications</b> <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 10 years (FY)	7720-1-1	N1-95-88-2 10 yrs
83	7720	Development	General	<b>General Structures Development</b>	Temporary	7720-1-3	N1-95-88-2

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			Structures Development	<p><u>Note 1</u> Renamed, formerly <b>Road Structures, Trail Structures</b></p> <p><u>Note 2</u> Close file and apply retention period when records no longer needed for administrative or legal purposes</p> <p><u>Note 3</u> Records, including correspondence, associated with a specific site or project are to be filed in the project or case file</p>	10 years (see note)	7720-3-2	10 yrs
84	7720	Development	Intermodal Transportation Development	<p><b>Intermodal Transportation Development:</b> All records related to development of air, water, and other alternative transportation systems (trails, water, airfields, etc )</p> <p><u>Note</u> Close file and apply retention period when records no longer needed for administrative or legal purposes</p>	Temporary 10 years (see note)	7720-3-1 7720-3-3, 7720-4, 7720-4-1, 7720-4-2 7720-5, 7720-5-1 7720-5-2, 7720-5-3	N1-95-88-2 10 yrs