

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-12-01	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION NWML, ROOM 2100 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/22/12</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>15 August 13</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>9</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 2/22/2012	SIGNATURE OF AGENCY REPRESENTATIVE <i>Monica 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 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. See attached		

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Forest Service

NARA Job N1-95-12-1
4000 series file codes
Changes in retention

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1	4000	Research and Development	Statistical Methods	Records include statistical analysis supporting all phases of research, including experimental and sampling design, data analysis and interpretation. Additionally, records may include documentation and reviews of study plans, grant proposals, and research products for appropriateness of statistical methods and inference from analysis. <u>Note</u> Close file when analysis complete and apply retention period	Temporary 30 years (see note)	4000-2	N1-95-88-2 N/A-10 years
2	4110	Programs (Forest and Rangeland Management Research)	Periodic Reports	Forest and rangeland management research reports summarizing the results of studies. The results may also be published in scientific journals, however, journal articles do not substitute/replace requirement for a final report. Final reports include: <ul style="list-style-type: none"> • Study title and administrative identifying information • Names of Principal Investigators and research unit(s) that performed the study • Study initiation and termination dates • Plain language summary of conclusions drawn from the study and their impact on science and society <u>Note 1</u> Additional report information requirements may be specified by R&D or individual Research Stations <u>Note 2</u> Research Stations maintain official record <u>Note 3</u> Create case files as needed <u>Note 4</u> Close file when report is issued <u>Note 5</u> Transfer to NARA 15 years after is file closed <u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [for example, 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 (see notes)	4110-2	N1-95-88-2 10 yrs to Permanent
3	4110	Programs (Forest and Rangeland Management Research)	Study Plans	Records consist of the description of the proposed study or experiment, a review of pertinent literature, a statement of the specific objectives, and a description of the field, laboratory, and office methods planned for use in the research or development. Additional records may include documentation associated with application of results obtained from the study and identification of means for minimizing environmental health and safety hazards associated with the study. The plan may also include a schedule of activities and an estimate of the cost in scientist-years and funds and assign responsibility for conducting the study.	Temporary, 30 years (see note)	4110-1-3	N1-95-88-2 N/A-10 yrs

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4000 series file codes
Changes in retention

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><u>Note 1</u> Close file when final report is issued, apply retention period</p> <p><u>Note 2</u> Longer retention is authorized if necessary for administrative use</p>			
4	4210	Programs (Wildlife and Fish Management Research)	Periodic Reports	<p>Wildlife and fish habitat research reports summarizing the results of studies. The results may also be published in scientific journals, however, journal articles do not substitute/replace requirement for a final report. Final reports include:</p> <ul style="list-style-type: none"> • Study title and administrative identifying information • Names of Principal Investigators and research unit(s) that performed the study • Study initiation and termination dates • Plain language summary of conclusions drawn from the study and their impact on science and society <p><u>Note 1</u> Additional report information requirements may be specified by R&D or individual Research Stations</p> <p><u>Note 2</u> Research Stations maintain official record</p> <p><u>Note 3</u> Create case files as needed</p> <p><u>Note 4</u> Close file when report is issued</p> <p><u>Note 5</u> Transfer to NARA 15 years after is file closed</p> <p><u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><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</p> <p><u>Note 8</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (see notes)	4210-2	N1-95-88-2 3 yrs to Permanent
5	4210	Programs (Wildlife and Fish Management Research)	Study Plans	<p>Records consist of the description of the proposed study or experiment, a review of pertinent literature, a statement of the specific objectives, and a description of the field, laboratory, and office methods planned for use in the research or development. Additional records may include documentation associated with application of results obtained from the study and identification of means for minimizing environmental health and safety hazards associated with the study. The plan may also include a schedule of activities and an estimate of the cost in scientist-years and funds and assign responsibility for conducting the study.</p> <p><u>Note 1</u> Close file when final report is issued, apply retention period</p> <p><u>Note 2</u> Longer retention is authorized if necessary for administrative use</p>	Temporary, 30 years (see note)	4210-1-3	N1-95-88-2 N/A-10 yrs
6	4310	Programs (Watershed)	Periodic Reports	<p>Watershed and air quality management research reports summarizing the results of studies. The results may also be published in scientific journals, however, journal</p>	PERMANENT (see notes)	4310-2	N1-95-88-2 3 yrs to

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		and Air Quality Management Research)		<p>articles do not substitute/replace requirement for a final report Final reports include</p> <ul style="list-style-type: none"> • Study title and administrative identifying information • Names of Principal Investigators and research unit(s) that performed the study • Study initiation and termination dates • Plain language summary of conclusions drawn from the study and their impact on science and society <p><u>Note 1</u> Additional report information requirements may be specified by R&D or individual Research Stations</p> <p><u>Note 2</u> Research Stations maintain official record</p> <p><u>Note 3</u> Create case files as needed</p> <p><u>Note 4</u> Close file when report is issued</p> <p><u>Note 5</u> Transfer to NARA 15 years after is file closed</p> <p><u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><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</p> <p><u>Note 8</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			Permanent
7	4310	Programs (Watershed and Air Quality Management Research)	Study Plans	<p>Records consist of the description of the proposed study or experiment, a review of pertinent literature, a statement of the specific objectives, and a description of the field, laboratory, and office methods planned for use in the Research and Development (R&D) Additional records may include documentation associated with application of results obtained from the study and identification of means for minimizing environmental health and safety hazards associated with the study The plan may also include a schedule of activities and an estimate of the cost in scientist-years and funds and assign responsibility for conducting the study</p> <p><u>Note 1</u> Close file when final report is issued, apply retention period</p> <p><u>Note 2</u> Longer retention is authorized if necessary for administrative use</p>	Temporary, 30 years (see note)	4310-1-3	N1-95-88-2 N/A-10 yrs
8	4410	Programs (Wildland Fire and Fuels Research)	Periodic Reports	<p>Wildland fire and fuels research reports summarizing the results of studies The results may also be published in scientific journals, however, journal articles do not substitute/replace requirement for a final report Final reports include</p> <ul style="list-style-type: none"> • Study title and administrative identifying information • Names of Principal Investigators and research unit(s) that performed the study • Study initiation and termination dates 	PERMANENT (see notes)	4410-2	N1-95-88-2 10 yrs to Permanent

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NARA Job N1-95-12-1
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Changes in retention

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<ul style="list-style-type: none"> • Plain language summary of conclusions drawn from the study and their impact on science and society <p><u>Note 1</u> Additional report information requirements may be specified by R&D or individual Research Stations</p> <p><u>Note 2</u> Research Stations maintain official record</p> <p><u>Note 3</u> Create case files as needed</p> <p><u>Note 4</u> Close file when report is issued</p> <p><u>Note 5</u> Transfer to NARA 15 years after is file closed</p> <p><u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><u>Note 7</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 8</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
9	4410	Programs (Wildland Fire and Fuels Research)	Study Plans	<p>Records consist of the description of the proposed study or experiment, a review of pertinent literature, a statement of the specific objectives, and a description of the field, laboratory, and office methods planned for use in the research or development. Additional records may include documentation associated with application of results obtained from the study and identification of means for minimizing environmental health and safety hazards associated with the study. The plan may also include a schedule of activities and an estimate of the cost in scientist-years and funds and assign responsibility for conducting the study.</p> <p><u>Note 1</u> Close file when final report is issued, apply retention period</p> <p><u>Note 2</u> Longer retention is authorized if necessary for administrative use</p>	Temporary, 30 years (see note)	4410-1-3	N1-95-88-2 N/A-10 yrs
10	4510	Programs (Entomology, Pathology, and Invasive Species Research)	Periodic Reports	<p>Forest Service entomology, pathology, and invasive species research reports summarizing the results of studies. The results may also be published in scientific journals, however, journal articles do not substitute/replace requirement for a final report. Final reports include:</p> <ul style="list-style-type: none"> • Study title and administrative identifying information • Names of Principal Investigators and research unit(s) that performed the study • Study initiation and termination dates • Plain language summary of conclusions drawn from the study and their impact on science and society <p><u>Note 1</u> Additional report information requirements may be specified by R&D or</p>	PERMANENT (see notes)	4510-2	N1-95-88-10 yrs to Permanent

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Changes in retention

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				<p>individual Research Stations</p> <p><u>Note 2</u> Research Stations maintain official record</p> <p><u>Note 3</u> Create case files as needed</p> <p><u>Notes</u> Close file when report is issued</p> <p><u>Note 5</u> Transfer to NARA 15 years after is file closed</p> <p><u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><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</p> <p><u>Note 8</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
11	4510	Programs (Entomology, Pathology, and Invasive Species Research)	Study Plans	<p>Records consist of the description of the proposed study or experiment, a review of pertinent literature, a statement of the specific objectives, and a description of the field, laboratory, and office methods planned for use in the research or development. Additional records may include documentation associated with application of results obtained from the study and identification of means for minimizing environmental health and safety hazards associated with the study. The plan may also include a schedule of activities and an estimate of the cost in scientist-years and funds and assign responsibility for conducting the study.</p> <p><u>Note 1</u> Close file when final report is issued, apply retention period</p> <p><u>Note 2</u> Longer retention is authorized if necessary for administrative use</p>	Temporary, 30 years (see note)	4510-1-3	N1-95-88-2 N/A-10 yrs
12	4610	Programs (Inventory and Monitoring Research)	Periodic Reports	<p>Inventory and monitoring research reports summarizing the results of studies. The results may also be published in scientific journals, however, journal articles do not substitute/replace requirement for a final report. Final reports include:</p> <ul style="list-style-type: none"> • Study title and administrative identifying information • Names of Principal Investigators and research unit(s) that performed the study • Study initiation and termination dates • Plain language summary of conclusions drawn from the study and their impact on science and society <p><u>Note 1</u> Additional report information requirements may be specified by R&D or individual Research Stations</p> <p><u>Note 2</u> Research Stations maintain official record</p> <p><u>Note 3</u> Create case files as needed</p> <p><u>Note 4</u> Close file when report is issued</p>	PERMANENT (see notes)	4810-2	N1-95-882 10yrs to Permanent

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				<p><u>Note 5</u> Transfer to NARA 15 years after is file closed</p> <p><u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><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</p> <p><u>Note 8</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
13	4610	Programs (Inventory and Monitoring Research)	Study Plans	<p>Records consist of the description of the proposed study or experiment, a review of pertinent literature, a statement of the specific objectives, and a description of the field, laboratory, and office methods planned for use in the research or development. Additional records may include documentation associated with application of results obtained from the study and identification of means for minimizing environmental health and safety hazards associated with the study. The plan may also include a schedule of activities and an estimate of the cost in scientist-years and funds and assign responsibility for conducting the study.</p> <p><u>Note 1</u> Close file when final report is issued, apply retention period</p> <p><u>Note 2</u> Longer retention is authorized if necessary for administrative use</p>	Temporary, 30 years (see note)	4810-1-3	N1-95-88-2 10-25 yrs
14	4710	Programs (Forest Products and Uses Research)	Periodic Reports	<p>Forest products and uses program research reports summarizing the results of studies. The results may also be published in scientific journals, however, journal articles do not substitute/replace requirement for a final report. Final reports include:</p> <ul style="list-style-type: none"> • Study title and administrative identifying information • Names of Principal Investigators and research unit(s) that performed the study • Study initiation and termination dates • Plain language summary of conclusions drawn from the study and their impact on science and society <p><u>Note 1</u> Additional report information requirements may be specified by R&D or individual Research Stations</p> <p><u>Note 2</u> Research Stations maintain official record</p> <p><u>Note 3</u> Create case files as needed</p> <p><u>Note 4</u> Close file when report is issued</p> <p><u>Note 5</u> Transfer to NARA 15 years after is file closed</p> <p><u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p>	PERMANENT (see notes)	4710-2	N1-95-88-1 10 yrs to Permanent

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NARA Job N1-95-12-1
4000 series file codes
Changes in retention

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p><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</p> <p><u>Note 8</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
15	4710	Programs (Forest Products and Uses Research)	Study Plans	<p>Records consist of the description of the proposed study or expenment, a review of pertinent literature, a statement of the specific objectives, and a description of the field, laboratory, and office methods planned for use in the research or development. Additional records may include documentation associated with application of results obtained from the study and identification of means for minimizing environmental health and safety hazards associated with the study. The plan may also include a schedule of activities and an estimate of the cost in scientist-years and funds and assign responsibility for conducting the study.</p> <p><u>Note 1</u> Close file when final report is issued, apply retention period</p> <p><u>Note 2</u> Longer retention is authorized if necessary for administrative use</p>	Temporary, 30 years (see note)	4710-1-3	N1-95-88-2 N/A-10 yrs
16	4810	Programs (Forest Values and Benefits Research)	Periodic Reports	<p>Forest values and benefits research reports summarizing the results of studies. The results may also be published in scientific journals, however, journal articles do not substitute/replace requirement for a final report. Final reports include:</p> <ul style="list-style-type: none"> • Study title and administrative identifying information • Names of Principal Investigators and research unit(s) that performed the study • Study initiation and termination dates • Plain language summary of conclusions drawn from the study and their impact on science and society <p><u>Note 1</u> Additional report information requirements may be specified by R&D or individual Research Stations</p> <p><u>Note 2</u> Research Stations maintain official record</p> <p><u>Note 3</u> Create case files as needed</p> <p><u>Note 4</u> Close file when report is issued</p> <p><u>Note 5</u> Transfer to NARA 15 years after is file closed</p> <p><u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required prior to transferring permanent records to custody and ownership of NARA</p> <p><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</p> <p><u>Note 8</u> Store closed hardcopy records at FRC until eligible for transfer to NARA</p>	PERMANENT (see notes)	4910-2	N1-95-88-2 10 yrs - Perm

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NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				custody			
17	4810	Programs (Forest Values and Benefits Research)	Study Plans	Records consist of the description of the proposed study or experiment, a review of pertinent literature, a statement of the specific objectives, and a description of the field, laboratory, and office methods planned for use in the research or development. Additional records may include documentation associated with application of results obtained from the study and identification of means for minimizing environmental health and safety hazards associated with the study. The plan may also include a schedule of activities and an estimate of the cost in scientist-years and funds and assign responsibility for conducting the study. <u>Note 1</u> Close file when final report is issued, apply retention period <u>Note 2</u> Longer retention is authorized if necessary for administrative use	Temporary, 30 years (see note)	4910-1-3	N1-95-88-2 N/A-10 yrs
18	4820	Renewable Resources Economics	Periodic Reports	Renewable resources economic reports summarizing the results of studies. The results may also be published in scientific journals, however, journal articles do not substitute/replace requirement for a final report. Final reports include: <ul style="list-style-type: none"> • Study title and administrative identifying information • Names of Principal Investigators and research unit(s) that performed the study • Study initiation and termination dates • Plain language summary of conclusions drawn from the study and their impact on science and society <u>Note 1</u> Additional report information requirements may be specified by R&D or individual Research Stations <u>Note 2</u> Research Stations maintain official record <u>Note 3</u> Create case files as needed <u>Note 4</u> Close file when report is issued <u>Note 5</u> Transfer to NARA 15 years after is file closed <u>Note 6</u> Agency Records Officer authorization via a NARA approved transfer form [for example, 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-acquisition 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 (see notes)	4820-2	N1-95-88-2 10 yrs to Permanent
19	4820	Renewable Resources Economics	Study Plans	Records consist of the description of the proposed study or experiment, a review of pertinent literature, a statement of the specific objectives, and a description of the field, laboratory, and office methods planned for use in the research or development	Temporary, 30 years (see note)	4820-1-3	N1-95-88-2 N/A-10 yrs

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				<p>Additional records may include documentation associated with application of results obtained from the study and identification of means for minimizing environmental health and safety hazards associated with the study. The plan may also include a schedule of activities and an estimate of the cost in scientist-years and funds and assign responsibility for conducting the study.</p> <p><u>Note 1</u> Close file when final report is issued, apply retention period</p> <p><u>Note 2</u> Longer retention is authorized if necessary for administrative use</p>		