

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-12-02	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>17 April 12</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 _____ 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

Temporary – Change in Description, No change in retention

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1	4060	Research Facilities and Areas	Construction	Construction: General records, not covered elsewhere in the 4000, 6300, or 7300 series, regarding construction of research facilities and areas <u>Note</u> Retain in current files as long as facility is in use, transfer applicable records to Forest Service History File, and apply retention period to remaining records	Temporary 3 years (see note)	4060-1	N1-95-88-2 3 yrs
2	4060	Research Facilities and Areas	Equipment	Equipment. General records, not covered elsewhere in the 4000, 6300, or 7000 series, regarding research equipment selection, development, and maintenance <u>Note</u> Retain in current files as long as equipment is in use, retention period begins when equipment no longer actively used	Temporary 3 years (see note)	4060-4	N1-95-88-2 3 yrs
3	4060	Research Facilities and Areas	General	General: General records, including correspondence, not covered elsewhere in this schedule, regarding the selection, development, and maintenance of research facilities, equipment, and areas, including offices, laboratories, greenhouses, and experimental forests and ranges <u>Note 1</u> Do not use when correspondence concerns a specific building or related structure as covered under 7300 <u>Note 2</u> Close file at end of fiscal year and apply retention period	Temporary 3 years (FY)	4060	N1-95-88 3 yrs
4	4080	Research Administration	General	General: General correspondence and records not specific enough to be retained under other 4080 – Research Administration subheadings <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years (FY)	4080	N1-95-88-2 3 yrs