

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-95-12-03	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Aug 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>4</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

05/14/2013

Forest Service

N1-95-12-3

4000 series file codes

Temporary – New and previously unscheduled

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1	4090	Handbooks	General	General records, including correspondence, regarding research community handbooks, not found elsewhere in this schedule <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary 3 years (FY)	New, not previously scheduled	New, not previously scheduled
2	4110	Programs (forest and Rangeland Management research)	Research Data (Raw)	All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data, sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc.) <u>Note 1</u> Close file when project ends and apply retention period <u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule <u>Note 3</u> Longer retention is authorized if necessary for administrative use	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled
3	4210	Programs (Wildlife and Fish Management Research)	Research Data (Raw)	All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data, sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc.) <u>Note 1</u> Close file when project ends and apply retention period <u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule <u>Note 3</u> Longer retention is authorized if necessary for administrative use	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled
4	4310	Programs (Watershed and Air Quality Management Research)	Research Data (Raw)	All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data, sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc.) <u>Note 1</u> Close file when project ends and apply retention period <u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule <u>Note 3</u> Longer retention is authorized if necessary for administrative use	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled

05/14/2013

Forest Service

N1-95-12-3

4000 series file codes

Temporary – New and previously unscheduled

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
5	4410	Programs (Wildland Fire and Fuels Research)	Research Data (Raw)	All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data, sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc.) <u>Note 1</u> Close file when project ends and apply retention period <u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule <u>Note 3</u> Longer retention is authorized if necessary for administrative use	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled
6	4510	Programs (Entomology, Pathology, and Invasive Species Research)	Research Data (Raw)	All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data, sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc.) <u>Note 1</u> Close file when project ends and apply retention period <u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule <u>Note 3</u> Longer retention is authorized if necessary for administrative use	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled
7	4610	Programs (Inventory and Monitoring Research)	Research Data (Raw)	All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data, sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc.) <u>Note 1</u> Close file when project ends and apply retention period <u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule <u>Note 3</u> Longer retention is authorized if necessary for administrative use	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled
8	4710	Programs (Forest Products and Uses Research)	Research Data (Raw)	All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data,	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled

05/14/2013

Forest Service

N1-95-12-3

4000 series file codes

Temporary – New and previously unscheduled

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p>sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc )</p> <p><u>Note 1</u> Close file when project ends and apply retention period</p> <p><u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule</p> <p><u>Note 3</u> Longer retention is authorized if necessary for administrative use</p>			
9	4810	Programs (Forest Values and Benefits Research)	Research Data (Raw)	<p>All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data, sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc )</p> <p><u>Note 1</u> Close file when project ends and apply retention period</p> <p><u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule</p> <p><u>Note 3</u> Longer retention is authorized if necessary for administrative use</p>	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled
10	4820	Renewable Resources Economics	Research Data (Raw)	<p>All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data, sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc )</p> <p><u>Note 1</u> Close file when project ends and apply retention period</p> <p><u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule</p> <p><u>Note 3</u> Longer retention is authorized if necessary for administrative use</p>	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled
11	4910	Programs (Emerging Research Areas)	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>	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled

05/14/2013

Forest Service

N1-95-12-3

4000 series file codes

Temporary – New and previously unscheduled

NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
<p><u>Note 2</u> Longer retention is authorized if necessary for administrative use</p>							
12	4910	Programs (Emerging Research Areas)	Periodic Reports	<p>Emerging 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"> <li>• Study title and administrative identifying information</li> <li>• Names of Principal Investigators and research unit(s) that performed the study</li> <li>• Study initiation and termination dates</li> <li>• Plain language summary of conclusions drawn from the study and their impact on science and society</li> </ul> <p><u>Note 1</u> Additional report information requirements may be specified by R&amp;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)	New, not previously scheduled	New, not previously scheduled
13	4910	Programs (Emerging Research Areas)	Research Data (Raw)	<p>All raw data and supplementary documentation produced during a study are to be maintained in original form. These records may also be stored as structured data in an electronic database repository or in the Agency Research Data Archive (scheduled separately, see 4020). Records include, but are not limited to, observational data, sensor data, laboratory worksheets, records, notes, memoranda, photographs, software, videotapes, computer printouts, and instrument outputs in any storage format (paper, magnetic media, microfilm, microfiche, etc.)</p> <p><u>Note 1</u> Close file when project ends and apply retention period</p> <p><u>Note 2</u> Records retention policies for data stored in electronic database repositories scheduled under a separate records retention schedule</p> <p><u>Note 3</u> Longer retention is authorized if necessary for administrative use</p>	Temporary, 30 years (see notes)	New, not previously scheduled	New, not previously scheduled