

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-95-12-04	
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		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>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>18</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

Forest Service  
1470 and 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	1470	Research Reviews	General	<p>Includes schedules, general correspondence, and review case files for special reviews evaluating the FS Research program. Special reviews include combined program review, station supervisory review, and research work units review. A combined program review evaluates a station's overall research program. A station supervisory review evaluates a research work unit's overall research program. Reviews within research work units evaluate individual scientist program and reviews are used to improve each scientist's research results.</p> <p><u>Note 1</u> Organize by case files  <u>Note 2</u> Record copy is maintained by reviewing office  <u>Note 3</u> Apply retention period when case file is closed</p>	Temporary, 20 years (see note)	1470	N1-95-88-2 Perm-10 yrs
2	4000	Research and Development	General	<p>General records, including general correspondence and documentation of policy development, regarding the Forest Service Research and Development program not covered elsewhere in this schedule.</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period  <u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old  <u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service  <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	4000	N1-95-88-2 3 yrs to Permanent
3	4060	Research Facilities and Areas	Experimental Forests and Ranges	<p>Experimental forests, ranges, grasslands, and watersheds provide lands for conducting research that serves as a basis for the management of forests and rangelands. An approved establishment record is required for every experimental area.</p> <p>Records include</p> <ul style="list-style-type: none"> <li>• Establishment record for the experimental area, which contains <ul style="list-style-type: none"> <li>○ Map showing location of experimental area, including boundaries and ownership status</li> <li>○ Photographs or illustrations showing typical conditions of the landscape</li> <li>○ Narrative including purpose of experimental area, cover types, physical</li> </ul> </li> </ul>	PERMANENT (see notes)	4060-2	N1-95-88-2 3 yrs

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				<p>and climatic conditions, and description of and impact upon land and resource values</p> <ul style="list-style-type: none"> <li>○ Accessibility</li> <li>○ Existing facilities</li> <li>○ Arrangements for management, administration, and protection</li> <li>○ Recommendations</li> <li>○ Dates and signatures</li> <li>○ Designation order</li> </ul> <ul style="list-style-type: none"> <li>● Documentation indicating whether or not approved regional guides and forest plans include the proposed experimental forest or range</li> <li>● Environmental analysis</li> <li>● Changes to boundanes of experimental areas</li> <li>● Resource management and study plans, which include natural resource guidelines, to protect experimental areas from activities that would reduce research value</li> <li>● Termination order and associated documentation disestablishing the expermental area</li> </ul> <p><u>Note 1</u> Close file when experimental area disestablished  <u>Note 2</u> Provide copies of applicable records to FS Historian for inclusion in Agency history file (1680)  <u>Note 3</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old  <u>Note 4</u> Agency Records Officer authorization via a NARA approved transfer form [for example, ERA Transfer Request (TR)] required pnor to transferring permanent records to custody and ownership of NARA  <u>Note 5</u> As electronic retention of official records is approved for this file code category, pre-accesion of electronic records is authorized by mutual consent of both NARA and Forest Service  <u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
4	4060	Research Facilities and Areas	Research Natural Areas	<p>A research natural area is a physical or biological unit in which current natural conditions are maintained insofar as possible Research natural areas are part of a national network of ecological areas designated in perpetury for research and education and/or to maintain biological diversity on National Forest System lands They are principally used for non-manipulative research, observation and study Records include</p> <ul style="list-style-type: none"> <li>● Establishment record for the research natural area, which contains</li> </ul>	PERMANENT (see notes)	4060-3	N1-95-88-2 3 yrs

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				<ul style="list-style-type: none"> <li>○ Analysis and recommendation for natural resource area</li> <li>○ Map showing location of area, including boundaries and ownership status</li> <li>○ Photographs or illustrations showing typical conditions of the landscape</li> <li>○ Narrative including purpose of area, cover types, physical and climatic conditions, and description of and impact upon land and resource values</li> <li>○ Arrangements for management, administration, and protection</li> <li>○ Recommendations</li> <li>○ Dates and signatures</li> <li>○ Designation order</li> <li>● Documentation indicating whether approved regional guides and forest plans include the research natural area</li> <li>● Changes to boundaries of research natural areas</li> <li>● Termination order and associated documentation disestablishing the research natural area</li> </ul> <p><u>Note 1</u> Provide copy of records to NARA every 10 years Retain information on site as necessary for administrative use Close file when area disestablished</p> <p><u>Note 2</u> Provide copies of applicable records to FS Historian for inclusion in Agency history file (1680)</p> <p><u>Note 3</u> Transfer records to NARA when 10 years old</p> <p><u>Note 4</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 5</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
5	4070	Research Program Formulation and Documentation	General	<p>Includes records that reflect overall policy, direction, and planning in the administration of the Research Stations, Laboratories, and continuing research units</p> <p><u>Note 1</u> Establish folders by subject matter</p> <ul style="list-style-type: none"> <li>● Policy</li> <li>● Program Formulation and Planning</li> <li>● Projects</li> <li>● Long Range Planning for Forestry Research</li> <li>● Application for Research Results</li> <li>● Program Reporting</li> </ul>	PERMANENT (FY)	4070	N1-95-88-2 10 yrs to Permanent

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				<p><u>Note 2</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 3</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 4</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 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
6	4080	Research Administration	Grants	<p>Grant records associated with activities conducted under Public Law 480, 733, 106, and 934 programs Organize folders by country or organization and study, divide studies into pending, approved, and rejected, including reports</p> <p><u>Note</u> Close file when contract or grant terminated or expires, apply retention period</p>	Temporary, 10 years, (see notes)	4080-2	N1-95-88-2 25 yrs to Permanent
7	4080	Research Administration	Cooperative Agreements	<p>Research agreements with universities, colleges, institutions, and organization arms of the Forest Service, including reports</p> <p><u>Note 1</u> Create case files as needed</p> <p><u>Note 2</u> Close file upon termination/expiration of agreement</p>	Temporary, 10 years, (see notes)	4080-1	N1-95-88-2 25 yrs to Permanent
8	4080	Research Administration	Interagency Agreements	<p>Records associated with interagency research agreements</p> <p><u>Note 1</u> Create case folders as needed</p> <p><u>Note 2</u> Close file when agreement terminated or expires, apply retention period</p>	Temporary, 10 years, (see notes)	4080-3	N1-95-88-2 25 yrs to Permanent
9	4100	Forest and Rangeland Management Research	General	<p>General records, including correspondence, regarding policy and management of forest and rangeland management research Research provides the science that addresses the understanding and managing of terrestrial vegetation process The research focuses on forest management and silviculture, genetics and biotechnology, soils and forest/range production, fire and microbes, climate change, and forest operations</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of</p>	PERMANENT (FY)	4100	N1-95-88-2 3 yrs - Permanent

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				both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody			
10	4110	Programs (Forest and Rangeland Management Research)	Problem Analysis	Records include information about Research and Development (R&D) problems regarding forest and rangeland management. Includes specific questions or statements of situations or conditions raised for inquiry and solution. Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&D on the various problems the unit could address. Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&D to problems of higher priority. <u>Note 1</u> Create case files as needed <u>Note 2</u> Close file and apply retention period when problem resolved	Temporary, 30 years, (see notes)	4110-1-2	N1-95-88-2 NA-10 yrs
11	4110	Programs (Forest and Rangeland Management Research)	Program Formulation	Policy, program formulation, and management records, including correspondence, regarding terrestrial vegetation research. Research focuses on forest management and silviculture, genetics and biotechnology, soils and forest/range production, fire and other disturbances, native and non-native insects, pathogens and plants, beneficial arthropods and microbes, climate change, and forest operations. Other areas in associated with this research include water, riparian management, threatened and endangered (T&E) species, economics, products, and carbon inventory. <u>Note 1</u> Establish case files as needed <u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period	Temporary, 30 years, (see notes)	4110	N1-95-88-2 10 yrs to Permanent
12	4110	Programs (Forest and Rangeland Management Research)	Research Work Units	Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&D) programs. Stations meet changing R&D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&D. Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters. Types of research work units include pioneering research work units, multifunctional research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions. <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary, 30 years, (FY)	4110-1-1	N1-95-88-2 10 yrs

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13	4200	Wildlife and Fish Management Research	General	<p>General records, including correspondence, regarding policy and management of wildlife and fish management research. Research focuses on wildlife and fish management on private and public lands, and the recovery of threatened or endangered species. Scientists investigate the complex interactions among species, ecosystem dynamics and processes, land use and management, and emerging broad-scale threats, including global climate change, loss of open space, invasive species, and disease.</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	4200	N1-95-88-2 3 yrs to permanent
14	4210	Programs (Wildlife and Fish Management Research)	Problem Analysis	<p>Records include information about Research and Development (R&amp;D) problems regarding wildlife and fish-habitat management. Includes specific questions or statements of situations or conditions raised for inquiry and solution. Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&amp;D on the various problems the unit could address. Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&amp;D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&amp;D to problems of higher priority.</p> <p><u>Note 1</u> Create case files as needed</p> <p><u>Note 2</u> Close file and apply retention period when problem resolved</p>	Temporary, 30 years, (see notes)	4210-1-2	N1-95-88-2 NA-10 yrs
15	4210	Programs (Wildlife and Fish Management Research)	Program Formulation	<p>Policy, program formulation, and management records, including correspondence, regarding wildlife and fish management research. Research focuses on wildlife and fish management on private and public lands, and the recovery of threatened or endangered species. Scientists investigate the complex interactions among species, ecosystem dynamics and processes, land use and management, and emerging broad-scale threats, including global climate change, loss of open space, invasive species, and disease.</p>	Temporary, 30 years, (see notes)	4210	N1-95-88-2 10 yrs

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				<p><u>Note 1</u> Establish case files as needed</p> <p><u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period</p>			
16	4210	Programs (Wildlife and Fish Management Research)	Research Work Units	<p>Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&amp;D) programs. Stations meet changing R&amp;D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&amp;D. Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters. Types of research work units include pioneering research work units, multifunctional research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions.</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary, 30 years, (FY)	4210-1-1	N1-95-88-2 10 yrs
17	4300	Watershed and Air Quality Management Research	General	<p>General records, including correspondence, regarding policy and management of watershed and air quality management research. Research focuses on the sustainable management of essential water and air resources by providing clear air and safe drinking water, by protecting lives and property from wildland fire and smoke, and through adapting to climate variability and change. Research features ecosystem services with a high level of integration between water, air, and soil research, and stresses the effects of climate variability and change on water budgets and carbon sequestration from an ecosystem perspective.</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	4300	N1-95-88-2 3 yrs to Permanent
18	4310	Programs (Watershed and Air Quality Management)	Problem Analysis	<p>Research and Development (R&amp;D) problems associated with watershed management and rehabilitation. Includes specific questions or statements of situations or conditions raised for inquiry and solution. Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&amp;D on the</p>	Temporary, 30 years, (see notes)	4310-1-2	N1-95-88-2 NA-10 yrs



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		Research)		various problems the unit could address. Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&D to problems of higher priority. <u>Note 1</u> Create case files as needed <u>Note 2</u> Close file and apply retention period when problem resolved			
19	4310	Programs (Watershed and Air Quality Management Research)	Program Formulation	Policy, program formulation, and management records, including correspondence, regarding watershed management and rehabilitation research. Research focuses on the sustainable management of essential water and air resources by providing clear air and safe drinking water, by protecting lives and property from wildland fire and smoke, and through adapting to climate variability and change. Research features ecosystem services with a high level of integration between water, air, and soil research, and stresses the effects of climate variability and change on water budgets and carbon sequestration from an ecosystem perspective. Set up individual folders as needed, for specific programs such as classification methods, damage prevention, erosion, hydrology, measurements, rehabilitation, and water yield improvement. <u>Note 1</u> Establish case files as needed <u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period	Temporary, 30 years, (see notes)	4310	N1-95-88-2 10 yrs
20	4310	Programs (Watershed and Air Quality Management Research)	Research Work Units	Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&D) programs. Stations meet changing R&D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&D. Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters. Types of research work units include pioneering research work units, multifunctional research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions. <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary, 30 years, (FY)	4310-1-1	N1-95-88-2 10 yrs
21	4310	Programs (Watershed and Air Quality Management)	Surface Environment and Mining	Includes material that describes the authorities, objectives, and responsibilities for Surface Environment and Mining. <u>Note 1</u> WO maintains official record, all offices transfer records to WO <u>Note 2</u> Close file at end of fiscal year and apply retention period	PERMANENT (FY)	4310-3	N1-95-88-2 10 yrs to Permanent

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		Research)		<p><u>Note 3</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 4</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 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
22	4310	Programs (Watershed and Air Quality Management Research)	Surface Environment and Mining Program	<p>Includes material relating to the research, development, and application program for environmentally safe techniques for the exploring, reshaping, restoration, re-vegetation, and rehabilitation of surface-mined lands to help meet the Nation's energy crisis</p> <p><u>Note 1</u> Establish case files as needed</p> <p><u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period</p> <p><u>Note 3</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 4</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 5</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 6</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (see notes)	4310-3-1	N1-95-88-2 10-25 yrs
23	4400	Wildland Fire and Fuels Research	General	<p>General records, including correspondence, regarding wildland fire and fuels research policy Research focuses on developing the knowledge and tools that managers use to reduce negative impacts and enhance beneficial effects of fire, and fire and fuels management on society and the environment The research has five major focus areas</p> <ul style="list-style-type: none"> <li>• Understanding and modeling fundamental fire processes,</li> <li>• Interactions of fire with ecosystems and the environment,</li> <li>• Social and economic aspects of fire,</li> <li>• Evaluation of integrated management strategies and disturbance interactions at</li> </ul>	PERMANENT (FY)	4400	N1-95-88-2 3 yrs to Permanent

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				<p>multiple scales, and</p> <ul style="list-style-type: none"> <li>• Application of fire research to address management problems</li> </ul> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
24	4410	Programs (Wildland Fire and Fuels Research)	Problem Analysis	<p>Research and Development (R&amp;D) problems regarding forest fires, atmospheric science, and fire control technology Includes specific questions or statements of situations or conditions raised for inquiry and solution Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&amp;D on the various problems the unit could address Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&amp;D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&amp;D to problems of higher priority</p> <p><u>Note 1</u> Create case files as needed</p> <p><u>Note 2</u> Close file and apply retention period when problem resolved</p>	Temporary, 30 years, (see notes)	4410-1-2	N1-95-88-2 NA-10 yrs
25	4410	Programs (Wildland Fire and Fuels Research)	Program Formulation	<p>Policy, program formulation, and management records, including correspondence, regarding wildland fire and fuels research Research focuses on developing the knowledge and tools that managers use to reduce negative impacts and enhance beneficial effects of fire, and fire and fuels management on society and the environment The research has five major focus areas</p> <ul style="list-style-type: none"> <li>• Understanding and modeling fundamental fire processes,</li> <li>• Interactions of fire with ecosystems and the environment,</li> <li>• Social and economic aspects of fire,</li> <li>• Evaluation of integrated management strategies and disturbance interactions at multiple scales, and</li> <li>• Application of fire research to address management problems</li> </ul>	Temporary, 30 years, (see notes)	4410	N1-95-88-2 10 yrs

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				Set up individual folders as needed, for specific programs such as forest fire science, atmospheric science, and fire control technology <u>Note 1</u> Establish case files as needed <u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period			
26	4410	Programs (Wildland Fire and Fuels Research)	Research Work Units	Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&D) programs. Stations meet changing R&D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&D. Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters. Types of research work units include pioneering research work units, multifunctional research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions. <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary, 30 years, (FY)	4410-1-1	N1-95-88-2 10 yrs
27	4500	Entomology, Pathology, and Invasive Species Research	General	General records, including correspondence, regarding entomology, pathology, and invasive species research policy. The purpose of research is to develop scientific information, methods, and technology to reduce, minimize, or eliminate the introduction, establishment, spread, and impact of invasive species, and to restore ecosystems affected by invasives or restore their functions. Research focuses on plants, animals, fish, insects, diseases, invertebrates, and other species that are not native to the ecosystem under consideration and whose introduction causes or is likely to cause economic or environmental harm. <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old <u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (FY)	4500	N1-95-88-2 3 yrs to Permanent
28	4510	Programs (Entomology,	Problem Analysis	Research and Development (R&D) problems regarding insect control methods, insect identification, insect survey techniques, and forest insects. Includes specific	Temporary, 30 years,	4510-1-2	N1-95-88-2

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NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Pathology, and Invasive Species Research)		questions or statements of situations or conditions raised for inquiry and solution Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&D on the various problems the unit could address Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&D to problems of higher priority <u>Note 1</u> Create case files as needed <u>Note 2</u> Close file and apply retention period when problem resolved	(see notes)		NA-10 yrs
29	4510	Programs (Entomology, Pathology, and Invasive Species Research)	Program Formulation	Policy, program formulation, and management records, including correspondence, regarding entomology, pathology, and invasive species research The purpose of research is to develop scientific information, methods, and technology to reduce, minimize, or eliminate the introduction, establishment, spread, and impact of invasive species, and to restore ecosystems affected by invasives or restore their functions Research focuses on plants, animals, fish, insects, diseases, invertebrates, and other species that are not native to the ecosystem under consideration and whose introduction causes or is likely to cause economic or environmental harm Set up individual folders, as needed, for specific programs such as control methods, insect identification, insect survey techniques, and forest insects <u>Note 1</u> Establish case files as needed <u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period	Temporary, 30 years, (see notes)	4510	N1-95-88-2 10 yrs
30	4510	Programs (Entomology, Pathology, and Invasive Species Research)	Research Work Units	Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&D) programs Stations meet changing R&D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&D Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters Types of research work units include pioneering research work units, multifunctional research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary, 30 years, (FY)	4510-1-1	N1-95-88-2 10 yrs
31	4600	Inventory and Monitoring Research	General	General records, including correspondence, regarding development of resource data, analysis, tools and policy needed to effectively identify current status and trends of forests, management options and impacts, and threats and impacts of fire, insects,	PERMANENT (FY)	4800, 4810	N1-95-88-2 3 yrs to Permanent

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NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p>disease, and other natural processes, enhancing use and value of our Nation's forests and grasslands Assessing current and potential effects of climate change is dependent on monitoring of forest ecosystems at greatest risk to rapid change Focus areas include the development and use of integrated interdisciplinary science, technologies and remote sensing to increase the timeliness and spatial resolution of incidence of forest fragmentation from land use change, and incidence of insect, disease, fire, and extreme weather events</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
32	4610	Programs (Inventory and Monitoring Research)	Problem Analysis	<p>Research and Development (R&amp;D) problems regarding inventory and monitoring methods Includes specific questions or statements of situations or conditions raised for inquiry and solution Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&amp;D on the various problems the unit could address Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&amp;D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&amp;D to problems of higher priority</p> <p><u>Note 1</u> Create case files as needed</p> <p><u>Note 2</u> Close file and apply retention period when problem resolved</p>	Temporary, 30 years, (see notes)	4810-1-2	N1-95-88-2 NA-25 yrs
33	4610	Programs (Inventory and Monitoring Research)	Program Formulation	<p>Policy, program formulation, and management records, including correspondence, regarding development of resource data, analysis, and tools needed to effectively identify current status and trends of forests, management options and impacts, and threats and impacts of fire, insects, disease, and other natural processes, enhancing use and value of our Nation's forests and grasslands Assessing current and potential effects of climate change is dependent on monitoring of forest ecosystems at greatest risk to rapid change Focus areas include the development and use of integrated</p>	Temporary, 30 years, (see notes)	4810-1, 4810-3	N1-95-88-2 10-25 yrs

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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
				interdisciplinary science, technologies and remote sensing to increase the timeliness and spatial resolution of incidence of forest fragmentation from land use change, and incidence of insect, disease, fire, and extreme weather events <u>Note 1</u> Establish case files as needed <u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period			
34	4610	Programs (Inventory and Monitoring Research)	Research Work Units	Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&D) programs. Stations meet changing R&D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&D. Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters. Types of research work units include pioneering research work units, multifunctional research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions. <u>Note</u> Close file at end of fiscal year and apply retention period	Temporary, 30 years, (FY)	4810-1-1	N1-95-88-2 10-25 yrs
35	4700	Forest Products and Uses Research	General	General correspondence and information regarding the forest products and harvesting research program and policy. The Forest Products and Uses (FPU) research program provides the scientific and technology base to sustainably manage and use forest and forest fiber-based products. Focus areas include plant, soil, and social sciences, silviculture, productivity, forest and range management, harvesting operations, forest and biomass products and utilization, economics, urban forestry, bioenergy, and climate change. <u>Note 1</u> Close file at end of fiscal year and apply retention period <u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old <u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service <u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody	PERMANENT (FY)	4700	N1-95-88-2 3 yrs to Permanent
36	4710	Programs (Forest Products and	Problem Analysis	Research and Development (R&D) problems regarding utilization of forest and forest fiber-based products. Includes specific questions or statements of situations or	Temporary, 30 years,	4710-1-2	N1-95-88-2 NA-10 yrs

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NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
		Uses Research)		<p>conditions raised for inquiry and solution Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&amp;D on the various problems the unit could address Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&amp;D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&amp;D to problems of higher priority</p> <p><u>Note 1</u> Create case files as needed <u>Note 2</u> Close file and apply retention period when problem resolved</p>	(see notes)		
37	4710	Programs (Forest Products and Uses Research)	Program Formulation	<p>Policy, program formulation, and management records, including correspondence, regarding the forest products and harvesting research program not covered elsewhere in this schedule The Forest Products and Uses (FPU) research program provides the scientific and technology base to sustainably manage and use forest and forest fiber-based products Focus areas include plant, soil, and social sciences, silviculture, productivity, forest and range management, harvesting operations, forest and biomass products and utilization, economics, urban forestry, bioenergy, and climate change</p> <p><u>Note 1</u> Establish case files as needed <u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period</p>	Temporary, 30 years, (see notes)	4710	N1-95-88-2 10 yrs
38	4710	Programs (Forest Products and Uses Research)	Research Work Units	<p>Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&amp;D) programs Stations meet changing R&amp;D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&amp;D Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters Types of research work units include pioneering research work units, multifunctional research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary, 30 years, (FY)	4710-1-1	N1-95-88-2 10 yrs
39	4800	Forest Values and Benefits Research	General	<p>General records, including correspondence, regarding Forest Values and Benefits (FBV) research The focus of the FBV program is to promote human and ecological sustainability through research directed at understanding and managing forest products and their values and benefits that connect people with the natural world This research focuses on nature-based recreation and changing trends in urban</p>	PERMANENT (FY)	4900	N1-95-88-2 3 yrs to Permanent



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NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
				<p>American society, connections between recreation visitors, communities and the environment, human benefits and consequences of recreation and nature contact, the effectiveness of recreation management and decisionmaking, and sustaining ecosystems affected by recreation</p> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-accession of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>			
40	4810	Programs (Forest Values and Benefits Research)	Problem Analysis	<p>Records associated with Research and Development (R&amp;D) problems regarding forest values and benefits research Includes specific questions or statements of situations or conditions raised for inquiry and solution Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&amp;D on the various problems the unit could address Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&amp;D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&amp;D to problems of higher priority</p> <p><u>Note 1</u> Create case files as needed</p> <p><u>Note 2</u> Close file and apply retention period when problem resolved</p>	Temporary, 30 years, (see notes)	4910-1-2	N1-95-88-2 NA-10 yrs
41	4810	Programs (Forest Values and Benefits Research)	Program Formulation	<p>Policy, program formulation, and management records, including correspondence, regarding forest values and benefits research Includes specific questions or statements of situations or conditions raised for inquiry and solution Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&amp;D on the various problems the unit could address Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&amp;D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&amp;D to problems of higher priority</p>	Temporary, 30 years, (see notes)	4910	N1-95-88-2 10 yrs

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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> Establish case files as needed</p> <p><u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period</p>			
42	4810	Programs (Forest Values and Benefits Research)	Research Work Units	<p>Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&amp;D) programs. Stations meet changing R&amp;D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&amp;D. Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters. Types of research work units include pioneering research work units, multifunctional research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions.</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary, 30 years, (FY)	4910-1-1	N1-95-88-2 10 yrs
43	4820	Renewable Resources Economics	General	<p>Records, including general correspondence, related to procedures and direction associated with renewable resources economics. The focus of the program is to</p> <ul style="list-style-type: none"> <li>• Provide economic analysis techniques and information for evaluating management and protection alternatives for forest and rangeland</li> <li>• Provide economic concepts and analysis procedures for evaluation of multiple output trade-offs on public and private lands</li> <li>• Provide analysis of present and future forest products demands, values, and trade patterns</li> <li>• Evaluate feasibility of emerging product and processing technology for wood and other forest products</li> </ul> <p><u>Note 1</u> Close file at end of fiscal year and apply retention period</p> <p><u>Note 2</u> Transfer closed file to NARA in 5 year blocks when most recent is 15 years old</p> <p><u>Note 3</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 4</u> As electronic retention of official records is approved for this file code category, pre-acquisition of electronic records is authorized by mutual consent of both NARA and Forest Service</p> <p><u>Note 5</u> Store closed hardcopy records at FRC until eligible for transfer to NARA custody</p>	PERMANENT (FY)	4820	N1-95-88-2 10 yrs

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NARA ITEM	FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
44	4820	Renewable Resources Economics	Problem Analysis	<p>Records, including general correspondence, related to procedures and direction associated with renewable resources economics</p> <p>Includes specific questions or statements of situations or conditions raised for inquiry and solution. Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&amp;D on the various problems the unit could address. Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&amp;D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&amp;D to problems of higher priority</p> <p><u>Note 1</u> Create case files as needed <u>Note 2</u> Close file and apply retention period when problem resolved</p>	Temporary, 30 years, (see notes)	4820-1-2	N1-95-88-2 NA-10 yrs
45	4820	Renewable Resources Economics	Program Formulation	<p>Policy, program formulation, and management records, including correspondence, regarding renewable resources economics research. Includes specific questions or statements of situations or conditions raised for inquiry and solution. Records include documentation of the problem-selection process, including an analysis of the feasibility of conducting R&amp;D on the various problems the unit could address. Records may include documentation regarding the state of existing knowledge and urgency of the problem weighed against such factors as relevant R&amp;D underway by other scientists, probable success in finding solutions within the specified period, opportunities for technology transfer and application, available resources, and ease or difficulty of reorienting R&amp;D to problems of higher priority</p> <p><u>Note 1</u> Establish case files as needed <u>Note 2</u> Close file at end of fiscal year or when administrative use ends (as applicable) and apply retention period</p>	Temporary, 30 years, (see notes)	4820-1	N1-95-88-2 10 yrs
46	4820	Renewable Resources Economics	Research Work Units	<p>Research Work Units and Programs are the basic problem-solving elements of Station Research and Development (R&amp;D) programs. Stations meet changing R&amp;D needs and priorities by establishing new Research Work Units and programs, discontinuing old units and programs, or revising them, with concurrence of the Deputy Chief for R&amp;D. Records maintained are associated with organization of a research work unit and general information regarding the work done by each work unit, including but not limited to research work unit descriptions or program charters. Types of research work units include pioneering research work units, multifunctional research work units, multi-project programs, research and development programs, and research, development, and application programs, including descriptions</p> <p><u>Note</u> Close file at end of fiscal year and apply retention period</p>	Temporary, 30 years, (FY)	4820-1-1	N1-95-88-2 10 yrs