

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-095-12-7</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION NWML, ROOM 2100 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/10/12</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>21 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 1 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 07/09/2012	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 See attached Note As electronic records management of the unstructured data is implemented within the USDA/Forest Service, the agency agrees to maintain electronic versions of the records listed on the attached schedule according to 36 C F R 1236 for their entire life cycle USDA/FS also agrees to transfer the records to the National Archives in accordance with applicable NARA standards in place at the time of transfer Additionally, pre-accessioning of the records is authorized by mutual agreement between USDA/FS and NARA		

Forest Service – New addition to Records Retention Schedule for series 1300

ITEM	PROPOSED FS FILE CODE	HEADING	SUB-HEADINGS	DESCRIPTION	PROPOSED RETENTION	CURRENT FILE CODE	CURRENT NARA JOB NUMBER AND RETENTION PERIOD
1	1300	Management	Change Management Initiatives	<p>Change Management Initiatives Change management is a broad, people and results-oriented management philosophy associated with significant business improvement, cultural, workplace, health and welfare, inclusiveness, and change management initiatives, such as Cultural Transformation. A significant initiative is one that spans across the entire agency for several years, is not linked to one specific agency staff, and is not covered by any other existing file code category. File incidental records such as background and working files not deemed appropriate for permanent retention under "1300 – Management – General"</p> <p><u>Note 1</u> Close file and apply retention period when activities associated with initiative cease</p> <p><u>Note 2</u> Establish case files under project name</p> <p><u>Note 3</u> Transfer closed file to NARA when 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	New	New, not previously scheduled