

**REQUEST FOR RECORDS DEPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK

JOB # **N1-95-86-3**

TO: **GENERAL SERVICES ADMINISTRATION  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
**12-12-85**

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**US Department of Agriculture**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION  
**Forest Service**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Human Resource Programs**

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

**Norina G. Mosby**

**235-2539**

**11-10-87**

*Frank S. Burke*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
	<i>Mary H. Davis</i> Mary H. Davis	<i>[Signature]</i> Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>The objective of human resource programs is to provide human and natural resources benefits through administering and hosting programs in work, training, and education for the unemployed, underemployed, the elderly, the young, and others.</p> <p>These records have never been scheduled before this job.</p>		

*copies to agency, NCF, NNF,  
 NNA 11-23-87  
 TRT*

- 1 **1800 Human Resource Programs** (Includes general correspondence related to human resource programs and too broad to file elsewhere.)

All Offices: Destroy records when 3 years old.

- 2 **1800-1 Inquiries** (Includes standard replies to public inquiries and congressional inquiries that are routine acknowledgments for all HRP programs.)

All Offices: Destroy records when 3 months old.

- 3 **1800-2 Reports** (Includes form FS 1800-16, Human Resources Programs Accomplishment Report submitted by each HRP Program which contains narratives and statistics on accomplishments collected by field units and consolidated in the Washington Office, for use in the Annual Report made to Congress.)

Washington Office: Permanent. Transfer records to the FRC when 1 cu.ft. is accumulated. Offer to NARA in 5-year blocks when the most recent records are 20 years old.

All Other Offices: Destroy records when 5 years old.

- 4 **1810 Hosted Human Resource Programs** (Includes general correspondence, policy clarifications, and other records related to special outreach efforts for hosted human resource programs.)

All Offices: Destroy records when 3 years old.

- 5 **1830 Volunteers Program** (Includes general correspondence, policy clarifications and other records related to special outreach efforts.)

All Offices: Destroy records when 3 years old.

- 6 **1830-1 Volunteers Records** (Case files containing FS 1800-7, Agreement For Individual Volunteer Services, FS 1800-8, Agreement for Sponsored Voluntary Services, hours worked, accomplishments, training received, SF-1164, Claim For Reimbursement for Expenditures Official Business, medical records, and correspondence.)

All Offices: Destroy records 3 years after case file is closed.

- 7 **1860 Senior Community Service Employment Program** (Includes general correspondence related to policy clarifications and other records too broad to file under a subject heading.) Establish subject folders as needed.

All Offices: Destroy records when 3 years old.

- 8 **1860-1 Coordination and Cooperation** (Includes general correspondence related to various senior programs conducted by State Governments and other organizations. Files include copies of agreements from other sponsoring organizations and sharing of quarterly progress reports.)

All Offices: Destroy records when 1 year old.

- 9 **1860-1-1 Equitable Distribution Plans** (Includes plans from States requesting enrollee slots. These are copies provided to all sponsors.)

All Offices: Destroy records when 3 years old.

- 10 **1860-2 Recruitment and Selection** (FS-1800-21B Application for the program.)

All Offices: Destroy when no longer needed or when applicant is found ineligible. Applications accepted for enrollment are filed in accordance with FSM 1866.

- 11 **1860-3 Enrollee Work-Site Records** (Includes orientation, certification, safety training documentation, training records, assessment and plans, transition to unsubsidized employment, follow-up documentation after placement and other records related to the work-site (see FSM 1866).)

All Offices: Destroy records 3 years after separation from employment.

- 12 **1860-4 Reports** (Includes quarterly progress reports FS-1800-G, and narrative attachments which are required by the Department of Labor for congressional testimony on the status of the program; file also includes reporting of local project data.) Establish subject folders as needed.

NOTE: File financial records such as Report of Cumulative Obligations, Quarterly report of Cumulative Contributions and so forth under 6550 Accounting and apply retention period.

All Offices: Destroy records when 5 years old.

- 13 **1860-4-1 Enrollee by State** (Includes the report on the number of enrollees by State.)

All Offices: Destroy when no longer needed.

- 14     **1860-5 Special or Experimental Projects** (Includes proposals, agreement forms, correspondence, strategies and techniques, and other records related to improve unsubsidized placement for older Americans.) Establish folders by project.

All Offices: Destroy records 3 years after termination of special project.

- 15     **1860-6 Planning and Distribution of Slots** (Includes correspondence relating to the capability and distribution of Senior Community Service Employment Program (SCSEP) slots. Includes local project data prepared on a yearly basis.)

All Offices: Destroy records when 3 years old.

- 16     **1860-7 Interagency Agreement** (Includes the Interagency Agreement, supplements, modifications, closeout documents, and financial status report.)

Washington Office: Permanent. Break file every 10 years and transfer to FRC. Offer to NARS when 20 years old. Acc: 1/3 cu.ft. annual.

All Other Offices: Destroy 3 years after the agreement expires or terminates.