

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB #

NI-95-86-4

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

DATE RECEIVED  
12-23-85

1. FROM (Agency or establishment)  
U.S. Department of Agriculture

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Forest Service

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
Cooperative Fire Protection

4. NAME OF PERSON WITH WHOM TO CONFER  
Norina G. Mosby

5. TELEPHONE EXT.  
235-2539

DATE

1/5/86

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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 \_\_\_\_\_ 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
12/20/85	MARY H. DAVIS <i>Mary H. Davis</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 GRS OR SUPERSEDED JOB CITATION	10.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)
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Cooperative fire protection is a function of the Forest Service authorized under the Cooperative Forestry Assistance Act of 1978. The Forest Service provides financial, technical and other assistance to State Foresters to help them achieve efficiency in fire protection on their nonfederal wildlands and other rural lands.

To accomplish this objective, the Cooperative Fire Protection Staff administers programs which provide leadership, technical assistance and participates in activities to help States meet cooperative fire protection objectives. Three are: (1) Wildland Fire Protection, (2) Rural Community Fire Protection, and (3) Federal Excess Personal Property Program.

A fourth program, The Smokey Bear Program is the most popular and widely known program of Cooperative Fire Protection. This is a joint Federal-State-private effort to prevent human-caused wildland fires. The original artwork and other audio-visual products from the Smokey Bear Program are scheduled under the 1640 series of the filing system.

No previous schedule exist for any of the records considered in this job.

All changes to this proposed schedule have been approved by:

*[Signature]* 12/18/87  
NARA Appraiser date

*[Signature]* 12/14/87  
Agency Representative date

*copies sent to Rec Office  
RUF, NNS, NNZ 1-11-88*

1 3100 Cooperative Fire Protection (CFP) (Includes general correspondence too broad to file under a specific secondary or tertiary subject.)

All Offices: Destroy records when 3 years old.

2 3100-1 Inquiries (Includes standard transmittals or replies to routine inquiries for all program areas.)

All Offices: Destroy records when 3 months old.

3 3100-2 Planning (Includes correspondence related to all components of Cooperative Fire Protection Programs.)

Washington Office, Regions, and Area: Destroy when 5 years old.

All Other Offices: Destroy records when 2 years old.

4 3100-3 Prevention (Includes general correspondence related to prevention except correspondence pertaining to the Smokey Bear Program.)

All Offices: Destroy records when 3 years old.

5 3110 Smokey Bear Program (Includes general correspondence covering subjects such as public service advertising, the Advertising Council, radio and television stations, newspapers, and magazines; teaching unit, Junior Forest Ranger program, and collateral materials; licensing and violations of use of Smokey Bear, Prism Corporation; parades, costumes, fairs, schools; National Zoo exhibit at Zoo and/or Smithsonian; Golden, Silver and Bronze Smokey Bear Awards, citations, and other awards; and other subject matter specifically related to the administration to the administration of the Smokey Bear program excluding cooperative agreements and licensees.) Establish folders by subject matter.

a) Washington Office: Permanent. Transfer records to the FRC when 3 years old. Offer to the National Archives when 20 years old.

b) All Other Offices: Destroy records when 3 years old.

- 6 3110-3-1 Cooperative Agreements (Includes supplements, revisions and related correspondence.)
- a) Washington Office: Permanent. Transfer expired or terminated agreements to the FRC when 1 cu. ft is accumulated. Offer to the National Archives when 20 years old.
- b) Regions and Area: Destroy records 3 years after agreement terminates or expires.
- All Other Offices: Not Applicable.
- 7 3110-3-2 Smokey Bear Licensees (Includes inquiries, signed license by Chief, copy of notarized bond surety, approvals and disapprovals of merchandise.)
- Washington Office: Destroy closed file when no longer needed.
- All Other Offices: Not Applicable.
- 8 3120 Fire Equipment and Supply Management (Includes general correspondence related to excess equipment, supplies, and purchasing of supplies by States.)
- All Offices: Destroy records when 3 years old.
- 9 3130 Wildland Fire Protection Program (Includes general correspondence and records related to Federal technical and financial assistance provided to States in protecting State and private lands in all aspects of fire protection.)
- Washington Office: Destroy records when 5 years old.
- All Other Offices: Destroy records when 3 years old.
- 10 3140 Extreme Fire Situation (Includes general correspondence, studies, and reports related to fire suppression assistance to States.)
- All Offices: Destroy records when 3 years old.
- 11 3140-1 Federal Emergency Management Agency (FEMA) (Includes general correspondence, studies, and reports documenting how the Forest Service provides technical assistance to State Governments through the FEMA fire assistance program under Section 417 of the Disaster Relief Act of 1974 [P.L. 93-288] ).
- Regions and Area: Destroy records when 5 years old.
- All Other Offices: Destroy records when 3 years old.

- 12 3150 Rural Community Fire Protection (RCFP) (Includes general correspondence and records pertaining to assisting States in organizing, equipping, and training rural fire organizations in communities with less than 10,000 population.)

All Offices: Destroy records when 3 years old.

- 13 3170 Cooperation (Includes general correspondence related to fire protection with Federal, State, and local governments.)

All Offices: Destroy records when 3 years old.

- 14 3170-1 Cooperative Agreements (Includes supplements, revisions, and related correspondence.)

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

- 15 3170-2 Interstate Forest Fire Protection Compacts (Includes regional coordinating effort with States to assist in fire protection activities. File contains supplements, revisions, and related correspondence.)

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

- 16 3180 Records, Reports, Studies, and Publications (Includes general correspondence.)

All Offices: Destroy records when 3 years old.

17 3180-1 Reports (Includes input source documents for the FS-3100-8 Annual Wildfire Report and other reports documenting expenditures. The report contains data on acres protected, number of wildfires and acres burned by cause and size class on State and private forestlands; also the report of State legislation that affects State fire programs.)

a) All Offices: Destroy records when 2 years old or no longer needed for administrative use. Published report is reference material. The record copy of Annual Wildfire Report, National Forest Fire Report, Rural Fire Prevention and Control Program Financing are published and maintained by public affairs staffs under 1630-1 FS Publications.

b) NOTE: Washington Office: Cooperative Fire Protection Staff: Collection of the Annual Wildlife Report and National Forest Fire Report, Rural Fire Prevention and Control Program Financing records created from 1911-1983. *Permanent.*

Transfer collection to the National Archives when the schedule is approved.

18 3180-2 Studies (Includes the Efficiency Analysis Report documenting alternative program actions for more efficient fire protection. An Efficiency Analysis is conducted on an as-need basis when opportunities for program improvements are identified. The file also includes special studies that may lead to setting policy and are conducted at the Regional level; or at the Washington Office level when the issue is national in scope.) Establish folders by reports and special studies.

~~Washington Office: Permanent. Transfer records to the FRC in 5-year blocks. Offer to National Archives when 20 years old.~~

~~Regions and Area: Destroy records when 25 years old.~~

~~All Other Offices: Destroy records when 3 years old.~~  
*Retain in office. Do not transfer to FRC. Destroy when reference use ceases.*