

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB # **NI-95-87-2**
DATE RECEIVED **10/27/86**
NOTIFICATION TO AGENCY

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

1. FROM (Agency or establishment)

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

3. MINOR SUBDIVISION **Forest Service**

4. NAME OF PERSON WITH WHOM TO CONFER **Public Affairs Office/Deputy for Administration Staffs**

5. TELEPHONE EXT. **235-2539**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE **3-3-87** ARCHIVIST OF THE UNITED STATES
Frank A. Burke

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 2 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 10/23/86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary H. Davis</i> Mary H. Davis	D. TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRSR OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>The Chief and Staff Notes is a document prepared daily by the Public Affairs Office Staff. It records the daily information-sharing meeting held each morning by the Chief of the Forest Service and primary Washington Office Staff. The meeting addresses polices, activities, and issues that are conducted by and affecting the Agency. The Chief and Staff Notes are created and distributed electronically to FS field units and available for review by Washington Office personnel.</p> <p>The Standard Sessions records are agendas documenting the issues that the Chief and Staff make decisions on. These sessions are held every 2-3 weeks by the Chief and primary Washington Office Staff. The agenda consist of the subject, decision needed and the decision made. They are circulated to the Staffs for information purposes. The decision is carried out by the Staff in the appropriate Deputy area.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>[Signature]</i> <u>2/20/87</u> <i>Mary H. Davis</i> <u>2-20-87</u> NARA appraiser date Agency representative date</p>		

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER **N1-095-87-02**

ITEM COUNT **4**

SUMMARY

This job consists of Chief & Staff Notes and Standard Sessions of the U.S. Forest Service.

Chief & Staff Notes, prepared daily, record the daily information sharing meeting held each morning by the Chief of the Service and primary Washington Office personnel. A five year segment of this series was appraised as permanent and accepted under Job No. N3-95-86-1.

Standard Sessions are agendas documenting the issues the Chief and Staff make decisions. These sessions are held every two to three weeks by the Chief and Primary Washington Office staff. The agenda consists of the subject, decision needed and decision made and are circulated to the staffs for informational purposes. When this and the Chief & Staff Notes are taken together, these two series give a detailed picture of the major issues dealt with by the top managers of the Forest Service and the policy decisions they eventually make. While individual reports may be sketchy, following an issue from day to day can fill out the story and provide adequate detail.

The Washington office copies are to be transferred to the National Archives; all other copies are to be destroyed. I recommend approval of this job.

RECOMMENDATION

- 1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
- 2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
Items 1a and 2a
- 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
- 4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not Required. Required – Publication Date: **01/08/87**
 Copies Requested: **0**
 Comments Received: **0**

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRaisal	APPRaiser	<i>Richard Williams</i>	<i>2/04/87</i>
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	<i>2/25/87</i>
CONCURRENCES	NNA	<i>RT Butler</i>	<i>2/25/87</i>
	NNF <i>Acting</i>	<i>Franklin W. Burch</i>	<i>3-2-87</i>

National Archives



Washington, DC 20408

Date : **February 20, 1987**
Reply to
Attn of : **Richard Marcus**
Subject : **N1-95-87-02**
To : **File**

1. NNA has given its informal concurrence via telecons on 2/20/87.
2. It is anticipated that these two series will generate about one cubic foot of records over a five year period. They begin in 1984.

RICHARD W. MARCUS
Records Appraisal & Disposition Division

National Archives



Washington, DC 20408

HW, 12/23/86

Date : December 18, 1986

Reply to
Attn of :

Subject : N1-095-87-02 (Chief & Staff Notes and Standard Sessions)

To : NNFN

The samples indicate that the two series could prove very valuable. I wish that a footage figure had been provided, but I agree that the series merit retention. They probably should be retired and accessioned in 5 year blocks.

Robert M. Krasnicka

ROBERT M. KRASNICKA
NNFN-N

NNF:

I will recommend your concurrence when the final job comes through.

Get Burch NNFN 12-22-86

*OK - NNFN
JMB 3-2-87*

To NIRC

these two

When do ~~these~~ series begin? What is the quantity? Do you agree with NNFN about breaking them into 5-year blocks for accessioning?

*Milt O. Justison
Acting NNF 12/22/86*

National Archives



Washington, DC 20408

Date : November 21, 1986

HW, 11/21/86

Reply to :
Attn of : Richard Marcus

Subject : N1-95-87-2

To : NIR *WWT*
NNF

This job consists of Chief & Staff Notes and Standard Sessions of the U.S. Forest Service.

Chief & Staff Notes (samples attached), prepared daily, record the daily information sharing meeting held each morning by the Chief of the Service and primary Washington Office personnel. A five year segment of this series was appraised as permanent and accepted under Job No. N3-95-86-1. I recommend making the entire series permanent and revising the disposition instructions to offer the Washington office copy to the National Archives.

Standard Sessions (samples attached) are agendas documenting the issues the Chief and Staff make decisions. These sessions are held every two to three weeks by the Chief and Primary Washington Office staff. The agenda consists of the subject, decision needed and decision made and are circulated to the staffs for informational purposes. When this and the Chief & Staff Notes are taken together, these two series give a detailed picture of the major issues dealt with by the top managers of the Forest Service and the policy decisions they eventually make. While individual reports may be sketchy, following an issue from day to day can fill out the story and provide adequate detail. I recommend changing the proposed disposition to make the series permanent and offering the Washington Office copy to the National Archives.

Richard W. Marcus

RICHARD W. MARCUS
Records Appraisal & Disposition Division

- 1 **1690-4 Chief and Staff Notes** (Contains information from daily meetings held by the Chief and primary Washington Office Staff on Agency policies, activities, and issues.)

Washington Office: Public Affairs Office Staff: For records maintained electronically, print a paper copy of the Notes and place in the official files. Destroy records when 2 years old.

All Other Offices: Destroy when reference value ceases.

- 2 **1690-5 Standard Sessions** (Agendas containing subject of policy, organization, training and other areas affecting the agency; including the issue, decision made, and background documents.)

Washington Office: Deputy for Administration: Destroy records when 2 years old.

All Other Offices: Destroy when reference value ceases.