



**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 WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.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**  
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 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>