

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB NO. **NN-95-87-3**

DATE RECEIVED **December 12, 1986**

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **11-10-87** ARCHIVIST OF THE UNITED STATES **Frank S. Banks**

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

1. FROM (Agency or establishment)

**U.S. Department of Agriculture**

2. MAJOR SUBDIVISION

**Forest Service**

3. MINOR SUBDIVISION

**Informations Systems Staff**

4. NAME OF PERSON WITH WHOM TO CONFER

**Norina G. Mosby**

5. TELEPHONE EXT.

**235-2539**

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 3 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 <b>12/5/87</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <b>Mary H. Davis</b> <i>[Signature]</i>	D. TITLE <b>Records Management Officer</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>All direction governing Forest Service programs and operations is set forth in or derived from Federal laws, regulations, and orders. The Forest Service engages in rulemaking and is required by the Department of Agriculture to maintain rulemaking files.</p> <p>In addition, the Forest Service has separate statutory authority requiring the agency to give the public notice and an opportunity to comment on major policies. Agency rules at 36 CFR 216 require Federal Register publication of proposed and final policies. The agency also publishes routine notices of meetings and availability of publications, as well as notices of management decisions.</p> <p>*Item 1(B) 1020 Laws, Regulations and Orders, now 1010, is scheduled under NN-166-136 (March 14, 1966) and the retention period is not in question. It is included only to give continuity to the proposed file plan. The remaining items, including 1010-1(A), have never been scheduled.</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>[Signature]</i> <b>9/14/87</b> <i>[Signature]</i> <b>9/18/87</b>                      NARA appraiser                      date                      Agency Representative                      date</p> <p><i>copies to agency, NARS, NCF</i></p>		

1 1010 Laws, Regulations and Orders (Includes general correspondence notifying units of new laws, regulations, and orders; also significant correspondence such as that initiated by the Forest Service or by external agencies (Office of General Counsel, Office of Budget and Management, Department of Justice, and so forth) that interprets or clarifies new and existing laws, regulations, and orders. File written comments from OGC on specific rules initiated within the Forest Service in the 1010-2-1 Rulemaking. Also file correspondence on rules and regulations proposed by other agencies under 1010-2-2.) Establish case files as needed, and apply retention period when the file is closed.

~~(A) General Correspondence: All Offices: Destroy records when 10 years old.~~ or when no longer needed for administrative use.  
Washington Office

~~\*(B) Significant Correspondence: Originating Office: Destroy records when 20 years old.~~

Note: OGC maintains significant correspondence to agencies permanently and general correspondence for 10 years under NGI-16-75-5(5).

2 1010-1 Federal Register Liaison (Includes general correspondence, records related to year-end reports, instructions on the preparation of all types of Federal Register documents, and other activities carried out by the Federal Register Officer.)

a) Washington Office: Destroy records when 5 years old.

b) All Other Offices: Not Applicable.

3 1010-2 Regulations (Includes general correspondence related to Office of Management and Budget review of rules and departmental directives on procedures on rulemaking; correspondence not related to a specific rule proposal; suggestions for revisions of rules from the general public or field units; records related to the regulatory program and agenda.) Establish subject folders as needed.

Washington Office: Destroy records when 10 years old.

All Other Offices: Destroy records when 3 years old.

4 1010-2-1 Rulemaking (Case files on each proposed and final rule developed by Forest Service, and each review of an existing regulation. Contains file copies of all rule documents submitted to the Federal Register, background data on which the proposed and final regulation is based, analysis conducted on the rule, comments received from the public, transcripts of any meetings or hearings on the rule, and any other data considered in the promulgation of the final rule. See FSM 1013.)

- a) Originating Staff: (Official File) Permanent. Transfer closed file to the FRC in 5-year blocks. Offer to NARA when 20 years old. Ann. Acc: less than 1 cu.ft. On Hand: 2-3 cu.ft.
- b) All Other Offices: Duplicate records. Destroy when reference value ceases.

5 1010-2-2 **Rules Proposed By Other Agencies** (Includes Forest Service comments on rules proposed by other agencies.) Establish case files as needed, and apply the retention period when the file is closed.

All Offices: Destroy records when 3 years old.

6 1010-3 **Policy Notices** (Includes correspondence and file copies of all Notice documents [including papers showing rationale, justification, and analysis leading up to the policy] submitted to the Federal Register about pending FS policies and correspondence related to OMB review of policy.) Establish case files, as needed, on proposed and final Notices. Apply retention period after case file is closed.

- a) Originating Office: Permanent. Transfer to FRC in 5-year blocks. Offer to NARA when 20 years old. Ann. Acc: less than 1 cu.ft. On Hand: less than 1 cu. ft.

b) All Other Offices: Duplicate records. Destroy when reference value ceases.

7 1010-3-1 **Routine Notices** (Includes notices of meetings, availability of publications, notices of management decisions, and so forth.)

All Offices: Destroy records when 1 year old.