

REQUEST FOR RECORDS COMPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB # **NI-95-87-4**

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

DATE RECEIVED
2-20-87

1. FROM (Agency or establishment)
US Department of Agriculture

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION
Policy Analysis Staff

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

5. TELEPHONE EXT.
235-2539

DATE **10/27/87** ARCHIVIST OF THE UNITED STATES
Frank B. Bantz

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 1 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 <i>Mary H. Davis</i>	D. TITLE Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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>The objective of economic and social analysis staff is to provide decision-makers with an understanding of the economic and social impacts, costs, and benefits of proposed and existing programs and projects.</p> <p>1 1970 Economic and Social Analysis (Includes general correspondence regarding conditions related to the need for economic or social analysis.)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p> <p>2 1970-2 Studies and Analysis (Includes economic analyses which seek to determine short-term effects that Forest Service programs have on economic conditions in defined impact areas by examining employment, income, revenues, workforce and population changes. File also contains social impact analyses that estimate how Forest Service policies and actions affect the quality of people's lives and well-being.)</p> <p><u>Washington Office:</u> Permanent. Transfer to FRC in 5-year blocks or when 1cu.ft. has accumulated. Offer to NARA in 5-year blocks when 20 years old. <i>ANN. POL: LESS THAN 1 CU. FT.</i></p> <p><u>All Other Offices:</u> Destroy records when 10 years old, or no longer needed, whichever comes sooner.</p> <p><i>copies to agency, NNF, NNA</i></p>		<p>WITHDRAWN</p> <p><i>Per telcom w/Norina Mosby, FS, 7-21-87</i></p> <p><i>Young, NIA, NARA</i></p> <p><i>1 item</i></p>