

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB # **NI-95-87-5**

DATE RECEIVED **2-20-87**

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

NOTIFICATION TO AGENCY

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

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

DATE **6-16-87**

ARCHIVIST OF THE UNITED STATES  
*Frank A. Burke*

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 GRS OR SUPERSEDED JOB CITATION	10.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 Information Management is to provide leadership and direction in the management of information resources for all levels of the organization.</p> <p>1 1390 Information Management (Includes general correspondence and form FS 1300-3, National Information Requirements Proposal, used to modify or propose national information requirements.)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p> <p>2 1390-1 Plans and Studies (Includes the final report of the Information Resource Management Plans, special studies and other reports leading to information planning and policy-making.)</p> <p><del>Washington Office: Permanent. Transfer final reports to FRC in 5 year blocks or when 1 cubic foot is accumulated. Offer to NARA when 20 years old. ANN Acc; LESS THAN 1 cu. ft.</del></p> <p><u>All Other Offices:</u> Destroy copies of final reports when 3 years old or no longer needed for administrative use, whichever comes later</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Paul Williams</i> 5/27/87 NARA appraiser date <i>Mary H. Davis</i> 6/1/87 Agency representative date</p>		