

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-95-87-6

DATE RECEIVED

2-20-87

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

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

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION
**Sciences & Telecommunications Staff
Computer Systems and Technology Staff**

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

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

DATE **5-14-87** 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 *Mary H. Davis* D. TITLE
Mary H. Davis **Records Management Officer**

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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 ^{is} is the management of Forest Service systems ^{is} is to maximize the effectiveness and efficiency of computer systems that support the Agency mission and programs.</p> <p>Records created under the 6600 series are scheduled under NC1-95-78-3 which contains 44 items.</p> <p>1 6600 Systems Management (includes general correspondence related to the broad administration of the Forest System computer systems and its applications.)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p> | | |

5-19-87 Agency NMF