

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

LEAVE BLANK

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

JOB NO. **N1-95-87-7**  
DATE RECEIVED **2/20/87**

1. FROM (Agency or establishment)

**U.S. Department of Agriculture**

2. MAJOR SUBDIVISION

**Forest Service**

3. MINOR SUBDIVISION

**Minerals and Geology Staff**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

**Norina Mosby**

**235-2539**

**6-4-87**

*Frank A. Burke*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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	D. TITLE
<b>4-30-87</b>	<i>Mary H. Davis</i>	<i>Chief, Information Management</i>

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 GRS OR SUPERSEDED JOB CITATION	10.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><b>Mineral materials management involves the management and disposal of common varieties of sand, gravel, stone, pumice, clay, and other similar materials on National Forest System lands. The Forest Service sells mineral materials on both a competitive and noncompetitive basis; free use permits are issued in certain circumstances. The materials must be periodically evaluated for future in-service and external needs.</b></p> <p><b>1 2850 Mineral Materials (Includes general correspondence related to the sale, free use, and management of mineral materials and other records too broad to file under the secondary file designation.)</b> PERMANENT. <b>WQ: Transfer to the National Archives in 5 year blocks when 20 years old.</b></p> <p><b>All other offices: Destroy when 20 years old.</b></p> <p><b>2 2850-1 Permits (File includes correspondence, contract forms permits, permittee information, inventories, evaluations, development plans, operating plans, appraisals, forms, and other records documenting the activities of the specific projects or sites of mineral excavation.) Establish files by sale, project, site or permittee.</b></p> <p><b>All Offices: Destroy when no longer needed for administrative use.</b></p>	<p>Approved by: <i>Mary H. Davis</i> 4-30-87 Agency representative date</p> <p><i>Richard W. Munn</i> 4/27/87 NAPA appraiser date</p>	