

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

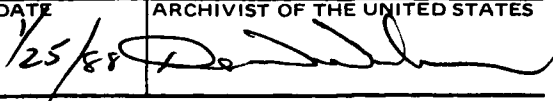
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JOB NO. **NI-95-87-8**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE **1/25/88** ARCHIVIST OF THE UNITED STATES 

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
Cooperative Forestry Staff

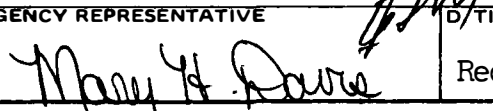
4. NAME OF PERSON WITH WHOM TO CONFER
Norina G. Mosby

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 _____ C. SIGNATURE OF AGENCY REPRESENTATIVE  D. TITLE **Records Management Officer**

Mary H. Davis

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 GRS OR SUPERSEDED JOB CITATION	10.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>3260 Urban Forestry Program, item #1, relates to forestry assistance programs carried out in urban areas. It is part of the 3200 Rural Forestry Assistance series, scheduled under NC1-95-83-1 (21 items). Urban Forestry activities are a component of the Rural Forestry Assistance Program.</p> <p>The Forestry Incentives Program, items #2-8, is a new series that has never been scheduled before. The objective of the program is to provide financial and other incentives to owners of non-industrial private forest lands. Forestry incentives are in the form of cost-sharing programs, tax incentives, loans and timber insurance.</p> <p>The cost-sharing programs are administered by the Agricultural Stabilization and Conservation Service (ASCS) which allocates funds to states to help private landowners in conservation and forestry related practices. The Forest Service provides technical assistance to such state forestry programs as: The Forestry Incentive Program (FIP), Agricultural Conservation Program (ACP), and Naval Stores Conservation Program.</p> <p>The Forest Service also assist state forestry organizations in making landowners aware of tax laws related to forestlands, loans, and insurance that will benefit private landowners and wood harvesters.</p> <p>These program activities are mainly carried out at the Regional and Area organizational levels of the agency.</p>		<p>10 items</p>

- 1 **3260 Urban Forestry Assistance** (Includes general correspondence related to providing technical assistance to states for the protection, development, and management of forestland in and near urban areas.)

All Offices: Destroy records when 5 years old.

- 2 **3300 Forestry Incentives** (Includes general correspondence between the Washington Office and field units on procedures and policies about forestry incentives jointly administered with the Agricultural Stabilization and Conservation Service. File also contains records that do not fit under the other file designations in this series.)

All Offices: Destroy records when 5 years old.

- 3 **3300-1 Inquiries** (Includes routine acknowledgements and transmittals)

All Offices: Destroy records when 3 months old.

- 4 **3310 Cost-Sharing Programs** (Includes general correspondence on procedures, direction, and guidelines related to the Forestry Incentive Program (FIP), The Agricultural Conservation Program (ACP), and so forth. The file also contains evaluations and reports which are jointly conducted by ASCS and the FS.) Establish folders by program.

All Offices: Destroy records when 5 years old.

Note: The Agricultural Conservation and Stabilization Service has scheduled the Agricultural Conservation Program (ACP) and the Forestry Incentives Program (FIP) under NC1-145-79-2, Items 1 and 3: Destroy 5 years after expiration of agreement.

- 5 **3320 Taxation** (Includes general correspondence on forest taxation laws and incentives.)

All Offices: Destroy records when 5 years old.

- 6 **3320-1 Reports and Studies** (Includes reports and studies written on a contractual and non-contractual basis to provide taxation and finance information to potential users for educating private landowners on tax laws and other incentives provided by Congress. These reports are unique and done on an as-needed basis. The data from the reports and studies are used in a variety of forestry and tax publications. This file does not include material for tax booklets that are published annually through the Government Printing Office, covered under 1630-1.)

Originating Office: Permanent. Transfer to FRC when 1 cu. ft has accumulated. Offer to NARA in 5-year blocks when 20 years old. Annual accumulation: less than 1 cu. ft.

All Other Offices: Destroy copies of published and unpublished material when no longer needed for administrative use.

- 7 **3330 Loans** (Includes general correspondence related to the availability of loans under the Farmers Home Administration Loan Program for forestland owners, wood harvesters, and wood processors.)

All Offices: Destroy records when 5 years old.

- 8 **3340 Insurance** (Includes general correspondence related to technical assistance provided to the Federal Crop Insurance Board of Directors in the development of timber insurance plans.)

All Offices: Destroy records when 5 years old.

- 9 **3350 Conservation Reserve** (Includes general correspondence related to the Forest Service providing technical assistance for tree-planting under a special conservation program jointly administered by ASCS. The program is authorized from 1985-1990 and its purpose is to take highly eroded cropland out of production.)

All Offices: Destroy records when 5 years old.