

- 1 1550 International Forestry (General Correspondence pertaining to International Forestry activities that are too broad to file under a specific subject heading.) Establish subject folders as needed.

Washington Office and Experiment Stations: Destroy records when 3 years old

All Other Offices: Destroy records when 1 year old.

- 2 1550-1 Bilateral Relations Between US and Other Countries (The file contains a variety of records documenting Forest Service activities with specific countries. Includes general correspondence to and from countries; trip reports; information copies of reports and evaluations from projects carried out in specific countries through cooperative agreements and memorandums of understanding; proposals and reports generated from scientific and technological exchanges (i.e PL 480) between the US and specific countries; and records that document specific activities between U.S. cooperators [Forest Service and non-Forest Service employees] and other countries.) Establish folders alphabetically by Region and country.

Washington Office: (International Forestry Staff): Retain records in office. Destroy records when no longer needed for administrative use.

All Other Offices: Destroy records when 3 years old.

- 3 1550-2 Relations With International Governmental Organizations (Includes general correspondence, reports, and information copies on the activities of international governmental organizations such as the World Bank, Organization of American States (OAS), InterAmerican Development Bank and so forth; United Nations agencies and programs such as Man and the Biosphere (MAB), United Nations Educational, Scientific and Cultural Organization (UNESCO), United Nations Development Program (UNDP), United Nations Environment Program (UNEP), European Economic Community (EEC), Organization for Economic Cooperation and Development (OCED), International Tropical Timber Organization (ITTO), and other agencies/statutory bodies.) Establish subject folders by UN agency or statutory body, or major project as needed.

Washington Office: Destroy records when 5 years old.

Experiment Stations: Destroy records when 3 years old.

All Other Offices: Destroy records when 1 years old.

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1550-2-1 Food and Agriculture Organization (FAO) (File contains general correspondence, briefing books, reports, position papers, on the United States and Department of Agricultural [via Forest Service] role in the development of international forestry-related issues. The Forest Service is involved in FAO activities such as: Council, Conference, Committee of Forestry Development in the Tropics, Committee on Forestry, Study Groups, General Sessions; and Latin American, Asian, and North American Forestry Commissions. The Chief of the Forest Service, and/or selected Delegates serve on various committees and commissions to represent the United States interest in forestry activities.). Establish folders by subject matter on councils, conferences, committees, commissions, study groups, and so forth.

Washington Office: Permanent. Transfer to FRC in 5-year blocks. Offer to NARA when 20 years old. Annual Acc: 2 cu.ft.

Experiment Stations: Destroy records when 10 years old.

All Other Offices: Destroy records when 1 years old.

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1550-2-2 World Forestry Congress (The file consist of briefing books, reports, and numerous information copies. The World Forestry congress consist of scientists, technicians, administrators, and others interested in forestry and its allied fields. It is open to virtually all nations. The Congress serves as a forum for the exchange of views and experiences, and for the discussion of matters that may lead to formulating broad recommendations appliable on a regional and world-wide basis. The function of the Congress is advisory and is held every six years in a host country. The Forest Service furnishes leadership to the U.S. National Committee, established to coordinate US participation at each Congress. Usually the delegate is the Chief of the Forest Service.)

Washington Office: Permanent. Tranfer to FRC in 10-year blocks. Offer to NARA when 20 years.

Experiment Stations: Destroy records 6 years after the Congress convenes.

All Other Offices: Destroy records when 1 year old.

- 6 **1550-3 US Government Agencies With International Programs** (Includes general correspondence and reports created from intergovernmental agreements between the Forest Service and the State Department, AID, Department of the Interior, Peace Corps government agencies other than USDA.) Establish subject folders as needed.

NOTE: File records leading to formal agreements with government agencies under 1530 Intergovernmental. File record material dealing with specific countries under 1550-1 bilaterals.

Washington Office: Destroy records when 5 years old.

Experiment Stations: Destroy records when 3 years old.

All Other Offices: Destroy records when 1 year old.

- 7 **1550-4 USDA International Programs** (Includes general correspondence documenting the Forest Service direction with Department of Agriculture agencies that have scientific and technology exchange programs, PL 480 programs, and so forth. Examples would be Foreign Agricultural Service (FAS), Soil Conservation Service (SCS), Office of International Cooperation and Development (OICD), Extension Service, and so forth.) Establish subject folders as needed.

NOTE: File records leading up to formal agreements with USDA agencies under 1540 Intragovernmental. File record material dealing with specific countries under 1550-1 Bilaterals.

Washington Office: Destroy records when 5 years old.

Experiment Stations: Destroy records when 3 years old.

All Other Offices: Destroy records when 1 years old.

- 8 **1550-5 Forest Service International Programs** (Includes general correspondence related to programs of an international scope that are unique to the Forest Service.)

All Offices: Destroy records when 3 years old.

- 9 **1550-5-1 International Visitors and International Volunteers** (Includes general correspondence related to arrangements and agendas for visitors and volunteers from other countries.)

Washington Office: Destroy records when 5 years old.

Experiment Stations: Destroy records when 3 years old.

All Other Offices: Destroy records when 1 years old.

- 10 **1550-5-2 Forestry Support Program** (Includes correspondence on the general technical support the Forest Service gives AID, other than disasters. Records related to specific activities in countries should be filed under the Bilaterals or the appropriate subject heading.)

Washington Office: Destroy records when 5 years old.

Experiment Stations: Destroy records when 3 years old.

All Other Offices: Destroy records when 1 years old.

- 11 **1550-5-3 International Skills File** (File of foresters and natural resource specialists seeking international employemnt in the US and abroad. Individual files contain SF 171, biographical sketch, contact sheet, correspondence and related records. File is updated annually. International Forestry Staff provides this as a service to AID. OICD handles all the personnel functions.)

Washington Office: (International Forestry Staff only): Destroy case file 1 year after file is terminated.

All Other Offices: Not Applicable.

- 12 **1550-5-4 Disaster Assistance Support Program** (Includes general correspondence related to disasters in other countries and the disaster-related assistance provided by the Forest Service through AID.)

Washington Office: Destroy records when 5 years old.

Experiment Stations: Destroy records when 3 years old.

All Other Offices: Destroy records when 1 year old.

- 13 **1550-5-5 International Seminar on Forest Resources Administration and Management**

Washington Office (IF Staff): Destroy records when 3 years old.

All Other Offices: Not Applicable

- 14 **1550-6 Relations With Non-Governmental Organizations** (Includes general correspondence, reports, working papers, studies, and other related records showing Forest Service activities with international and domestic organizations interested in an exchange of scientific information concerning natural resources. These organizations are non-governmental. Examples are World Resource Institute (WRI), Institute for Environment Development (IIED), private voluntary organizations such as CARE, consulting firms, institutions such as universities, and so forth.) Establish subject folders as needed.

Washington Office: Destroy records when 5 years old.

Experiment Stations: Destroy records when 3 years old.

All Other Offices: Destroy records when 1 years old.

- 15 **1550-6-1 International Union of Forestry Related Research Organizations (IUFRO)** (Includes general correspondence, publication ideas, research plans, scientific group meeting minutes, IUFRO Congress records and the divisional group research activities showing how IUFRO helps Federal, State and private forestry research organizations world-wide to exchange scientific information related to various disciplines.)

Washington Office; Destroy records 10 years after IUFRO Congress convenes.

Experiment Stations: Destroy records 5 years after IUFRO Congress convenes.

All Other Offices: Destroy records 1 year after IUFRO Congress convenes.