

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB # **NI-95-87-10**

DATE RECEIVED **2-20-87**

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION
Timber Management Staff

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

5. TELEPHONE EXT.
235-2539

DATE **8-26-87** ARCHIVIST OF THE UNITED STATES
Frank A. Bunk

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 2 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
---------	---	---

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 GRS OR SUPERSEDED JOB CITATION	10.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>Timber Management Staff takes the results from a specific research project done by a Research Staff such as Forest Environmental Research or Timber Management Research and tries to apply results to specific situations and localities on National Forests to make sure the research is viable. This is carried out through an administrative study that has regional or inter-regional application.</p> <p>The administrative study is limited to the research study results and the application of existing knowledge for resolving local problems on the National Forest System lands. The studies are usually financed by a funding appropriation or trust fund. The studies are usually of short duration, lasting less than 5 years but can run longer. The study consist of a Plan containing details of the research findings that will be tested for local application, a justification, a list of cooperators, if any, questions that the study will answer, the methodology, cost and funding, follow-up, and a final report.</p> <p>Studies are significant or routine. Typical topics for significant studies are herbicides, cutting methods for harvesting and the impacts on the land, reforestation improvement programs and other subjects that have national significance. Many are routine, having application for the local area. Occasionally, a national administrative study has inter-regional impact with the Washington Office having a coordinating role.</p>		<p>All changes to this proposed schedule have been approved by <i>Mary H. Davis</i> Agency representative date 7/15/87</p> <p><i>Richard W. Murray</i> NARA appraiser date 7/15/87</p>

copies to agency, NNF, NNA
8-28-87 *JRT*

Many of the studies are carried out at the Ranger District or Forest Supervisor's level. Often an Experiment Station will conduct the study. Most studies involve renewable resource staffs. Wildlife and fisheries, watershed and air management, range, and timber management generally conduct this type of administrative study. By far, Timber Management conducts the bulk of the studies. A typical study might focus on different types of mulching material put around tree seedlings on the south slopes of hills; or growth and yield information for forest trees.

Once the study is completed the results are disseminated by reports, slides, and photos, or workshops. Quite often these studies are not published.

This subject matter may have value to the timber industry and environmental groups.

- 1 **1990 Special Plans and Studies** (Case files consist of a Plan which contain the details of the research findings that will be tested for local or national application, a justification, cooperators, questions that the study will answer, the methodology, cost and funding, follow-up, and final report. The studies may be routine or substantive, such as studies affecting more than one region).

Office Originating the Study:

~~(1) Significant Studies. Permanent. Transfer closed case file to FRC in 5-year blocks or when 1 cu. ft. is accumulated. Offer to NARA when 20 years old. *ANN ALL LESS THAN 1 CU.FT.*~~

~~(2) Routine studies: Destroy routine studies and related background papers when 10 years old.~~

All Other Offices: Destroy copies of studies when 5 years old.

→ Destroy study and related background papers when 10 years old.