

REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-95-87-11

DATE RECEIVED

2-20-87

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

NOTIFICATION TO AGENCY

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION
State and Private Forestry

4. NAME OF PERSON WITH WHOM TO CONFER
Norina Mosby

5. TELEPHONE EXT.
235-2539

DATE
5/22/87

ARCHIVIST OF THE UNITED STATES
[Signature]

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> Mary H. Davis	D. TITLE Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 purpose of the cooperative forestry review process is to review State and Private Forestry programs and activities to see what has been accomplished as a result of cooperative financial and technical assistance. These reviews involve monitoring the performance of State organizations and the Forest Service to determine the effectiveness of Forest Service assistance and advice. Generally, these reviews are initiated on an as-needed basis by Regional or Area Offices.</p> <p>The management review looks at overall management of a State organization and the corresponding Forest Service Region or Area as it affects administration of cooperative forestry assistance programs in the State. It is conducted jointly by top line officers of the State organization and the Forest Service.</p> <p>The program review looks at all cooperatively funded activities that affect a single program or a specific portion of a program in a State.</p>		<i>5/27/87</i>

115-108 Copies sent to agency NCF, NMA, NMF 5/27/88

NSN 7540-00-634-4084

- 1 1460 Cooperative Forestry Assistance Reviews (Includes review schedules, general correspondence not related to a specific review.)

All Offices: Destroy records when 3 years old.

- 2 1460-1 Cooperative Management Reviews (Includes the review report, corrective action plan and follow-up correspondence until action is completed and case is closed.)

Originating Office: Record copy is maintained only by the office making the review. Retain the record copy in files until the next program review is conducted, and then destroy.

All Other Offices: Destroy records when 5 years old.

- 3 1460-2 Cooperative Program Reviews (Includes the review report, corrective action plan and follow-up correspondence until action is completed and case is closed.)

Originating Office: Record copy is maintained only by the office making the review. Retain the record copy in files until the next program review is conducted, and then destroy.

All Other Offices: Destroy records when 5 years old.