

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-95-87-17

DATE RECEIVED

7-2-87

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1/17/89

ARCHIVIST OF THE UNITED STATES

[Signature]

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

1. FROM (Agency or establishment)

Department of Agriculture

2. MAJOR SUBDIVISION

Forest Service

3. MINOR SUBDIVISION

Forest Products and Harvesting Research 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 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

D. TITLE

Mary H. Davis

Mary H. Davis

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 GRS OR SUPERSEDED JOB CITATION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)

A Deputy Chief for Research is responsible for the coordination of the overall Forest Service biomass energy activities and serves as primary contact with the Department of Agriculture Office of Energy and other agencies concerned with energy production, conservation, and related environmental issues.

Energy research projects identify alternatives for the conservation, production, and use of forest products as energy sources. They may be carried out by Forest Service units or through interagency agreements with the Department of Energy.

Records created in this series document the interaction between Forest Service and other agencies with similar energy concerns; and the national direction of the Forest Service Energy Program. Since the mid-eighties, energy as a national issue has declined and funding for research projects has waned.

These records have never been scheduled before.

*Copies sent to agency
NEF, NMA, NNA 1/24/89*

- 1 **2170 Energy Management** (Includes general correspondence documenting the coordination with other agencies that have energy-related programs such as the Department of Energy Regional Program Advisory Committees; and other organizations such as the Council of Biomass Energy Technology Sponsors [CBETS]; or internal meeting activities. Establish folders by subject matter.

All Offices but Supervisor's Offices and Ranger Districts: Destroy records when 10 years old.

Supervisor's Offices and Ranger Districts: Destroy records when 3 years old.

- 2 **2170-1 Inquiries** (Includes routine transmittals and letters of inquiry requiring a standard reply.)

All Offices: Destroy records when 3 months old.

- 3 **2170-2 Energy Programs** (Includes general correspondence and information copies documenting the accomplishments or progress of Forest Service energy-related programs. Some energy programs are initiated within the research arm of the Forest Service such as cooperatives between the Forest Service and other governmental or private organizations. Some are initiated by the Department of Energy. Note: Research-related energy programs are filed under the 4000 series.) Establish folders by project or subject matter.

All Offices: Destroy records when 10 years old

Note: Unfunded Proposals: All Offices: Destroy records when 3 years old or no longer needed for administrative use.