

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK

JOB NO. **NI-95-88-1**

DATE RECEIVED **3-18-88**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

5. TELEPHONE EXT. **235-2539**

DATE **11/29/88** ARCHIVIST OF THE UNITED STATES  
*Christine Steiker*

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 \_\_\_\_\_ 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 **2/18/88** C. SIGNATURE OF AGENCY REPRESENTATIVE *Mary H. Davis* 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 GRS OR SUPERSEDED JOB CITATION	10.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>Recreation Management is more socially-oriented than any other resource activities in the Forest Service. As part of the agency's role of helping to meet national social needs, recreation management endeavors to encourage traditional American values by providing outdoor <del>XXXXXX</del> recreation programs and opportunities appropriate to the forest environment; and helps participants experience and understand nature.</p> <p>These records were generally approved under NN 166-136 and NC1-95-75-1. Their authorities are superseded by this schedule. The 2360 series does not appear in this file plan because those records were scheduled under NC1-95-81-3.</p> <p>Schedule concurred with the Forest Service Historian</p>		

*Copies sent to Agency, NCF, NNT, MW, NNA 12/15/88*

- 1 2300 Recreation, Wilderness, and Related Resource Management (Includes general correspondence related to policy, direction and procedures of recreation management and correspondence too broad to file elsewhere in this series.)

All Offices: Destroy records when 3 years old.

NOTE: If desired, a microform record may be made to replace the original paper records in this series. If temporary records are microfilmed, see section 45.22. If records designated as permanent in this series below are microfilmed, transfer the paper records to NARA in accordance with the approved disposition once the microfilm is verified. Retain the microfilm copies in agency. Destroy when no longer needed for administrative use.

- 2 2300-1 Inquiries (Includes routine transmittals and responses to congressionals, inquiries from the public, and other transitory correspondence for the 2300 series.)

All Offices: Destroy records when 3 months old.

- 3 2300-2 Volunteers (Includes correspondence, policy, direction and procedures related to the Campground Host Program, volunteers carrying out campground duties and other volunteer activities administered in conjunction with the Human Resource Program Volunteers Program.) Establish subject folders as needed.

All Offices: Destroy records when 3 years old.

- 4 2310 Planning and Data Management (Includes general correspondence related to the Land Management Planning Process such as the Recreation Opportunity Spectrum. Planning documents are filed under 1920.)

All Offices: Destroy records when 3 years old.

Note: All plans associated with sites are now filed under 2330 and 2340.

- 5 **2310-2 Recreation Subunit Plans** (Composite plans designed to specifically implement the Forest Plans or scheduled projects in a subunit of a management area, or a specific management area or any plan that deals with multiple sites.

Forest Supervisor's Office or Ranger District: Keep plans for the life of the facility or destroy when plan is updated.

All Other Offices: Destroy when reference value ceases.

Note: Previous file designation 2310-2 Reports is deleted. The reports are now integrated into the land management planning process under 1920.

- 6 **2320 Wilderness Management** (Includes general correspondence related to wilderness management, planning, management of other resources, use of motorized equipment and so forth; file also includes substantive congressionals and other inquiries seeking clarification of Forest Service policies, plans, and decisions; documentation of current issues that may lead to national and regional policy, guidelines and so forth.) Establish folders by subject matter. Establish case files as needed and apply the retention period after case file closes.

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

- 7 **2320-1 Designated Wildernesses** (Case files related to designated Wildernesses and subsequent management activities carried out on them. File contains correspondence, the study report, legal description (map), legislative history, the management plan derived from the Forest Plan and amendments, congressional and public inquiries, and other related records.)

Forest Supervisor's Office: PERMANENT. Break file every 10 years after plan is approved and transfer to FRC. Offer to NARA when oldest record is 25 years old. Ann. Acc: less than 1 cu.ft.

All Other Offices: Destroy records when no longer needed for administrative use. Do not send to FRC.

- 8 2330 Publically Managed Recreation Opportunities  
(Includes general correspondence related to the development and management of recreation sites administered by Forest Service; and records related to recreation fees regulations.) Establish folders by subject matter. Establish casefiles as needed. Apply the retention period after the casefile is closed.

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

- 9 2330-1 Special Programs (Includes general correspondence related to the Golden Eagle Passport, Goldern Age Passport, Golden Access Passport, Camp Stamp Program, and so forth.) Establish folders by program. Establish casefiles as needed and apply the retention period after the case file is closed.

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

- 10 2330-2 Reports (Includes the Annual Report and other statistical data on collection fees for the campgrounds collected annually by the Regions for the Department of Interior Annual Report and for forecasting revenues for potential Forest Service legislation.)

Washington Office, Regions, and Supervisor's Offices:  
Destroy records when 10 years old.

All Other Offices: Destroy records when 3 years old.

- 11 2330-3 Site Plans (Plans for campgrounds, swim sites, boat launches, and so forth.)

Ranger District or Forest Supervisor's Office: Retain plans in office. Destroy records when the plan is superseded or the site is teminated.

All Other Offices: Destroy when reference value ceases.

- 12 **2340 Privately Managed Recreation Opportunities**  
(Includes general correspondence related to the development and management of recreation sites administered by private enterprise on the National Forests; records related to concessions, avalanch control, group use by institutions, private recreation uses and so forth.) Establish folders by subject matter. Establish case files as needed. Apply the retention period after the case file is closed.

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

- 13 **2340-1 Site Plans** (Plans for ski areas, resorts and so forth.)

Ranger District or Forest Supervisor's Office: Retain plans in office. Destroy records when the plan is superseded or the site is terminated.

All Other Offices: Destroy when reference value ceases.

- 14 **2350 Trail, River and Similar Recreation Opportunities**  
(Includes general correspondence pertaining to trail management including forest development, national recreation trails, and national scenic and historic trail administration; river management including river recreation; road recreation management, and similar forms of recreation such as hiking, caving, mountaineering, horseback riding and so forth. File also includes substantive congressional and other inquiries seeking clarification of Forest Service policies, plans and decisions.) Establish subject folders as needed. File routine congressionals and other inquiries under 2300-1 Inquiries.

File records related to specific subject matter under the following secondary and tertiary codes.

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

- 15 **2350-1 Studies** (Includes special studies related to internal and external studies of trails, rivers and other similar recreation activities. File also includes administrative studies, and case files for the development of policy and federal regulations. Excludes congressionally-mandated studies.) Establish by case file.

Washington Office, Regions and Area: Destroy records when 10 years old.

All Other Offices: Destroy records when 5 years old.

- 16 2350-2 Designated National Recreation Trail (Case files of individual trails officially designated. File includes material related to an establishment report for a designated trail or an associated side or connecting trail.) Establish case file by trail.

(A) When the Forest Service is the Administering Agency:

Forest Supervisor's Office: PERMANENT. Break file every 10 years after trail is designated and transfer to FRC. Offer to NARA when oldest record is 25 years old. (Ann. Acc: less than 1 cu.ft.)

All Other Offices: Destroy records when no longer needed. Do not send to FRC.

(B) When Another Agency is the Administering Agency:

All Offices: Destroy records when no longer needed. Do not send to FRC.

- 17 2350-3 National Scenic and Historic Trails (Case files related to designated National Scenic and Historical Trails or associated side or connecting trails. File contains correspondence, the study report, legislative history, the plan, official location, Advisory Council, special agreements, partnership groups and other related records.) Establish file by trail.

Regions and Area: PERMANENT. Break file every 10 years after plan is approved and transfer to FRC. Offer to NARA when oldest record is 25 years old. (Ann. Acc: less than 1 cu.ft.)

All Other Offices: Destroy records when 10 years old.

- 18 2350-4 Wild and Scenic Rivers (Includes study report, correspondence, river plan, official boundaries and legislative history. These rivers are designated by Congress as part of the Wild and Scenic River System.) Study reports conducted under 1920-6 are to be filed here when designated.

Designated Administering Forest Supervisor's Office:

PERMANENT. Break file every 10 years after trail is designated and transfer to FRC. Offer to NARA when oldest record is 25 years old. (Ann. Acc: less than 1 cu.ft.)

All Other Offices: Destroy records when no longer needed. Do not send to FRC.

- 19 **2350-4-1 Non-Designated Rivers** (Includes a plan and correspondence related to rivers listed in National Rivers Inventory and other rivers managed for river recreation activities.)

All Offices: Disposal not authorized.

- 20 **2350-4-2 National Rivers Inventory** (File includes the national rivers inventory and any amendments, deletions or additions. Updated on basis of forest planning cycle approximately every 10 years. Inventory includes rivers with potential for classification of wild and scenic designations. Listed by state and location data.

All Offices: Destroy records when no longer needed for administrative use. Do not send to FRC.

- 21 **2350-5 Off-Road Vehicle Use Management** (Includes general correspondence about off-road vehicle use management.)

All Offices: Destroy records when 3 years old

- 22 **2370 Special Recreation Designations** (File contains correspondence, study report, legislative history, the plan, official location, special agreements, management direction, and other related records.) Establish file by special designation such as National Recreation Area, Botanical Area, National Landmarks, National Volcanic Monument, and so forth.

Regions and Area: PERMANENT. Break file every 10 years after plan is approved and transfer to FRC. Offer to NARA when oldest record is 25 years old. Ann. Acc: less than 1 cu.ft.

All Other Offices: Destroy records when no longer needed for administrative use. Do not send to FRC.

- 23 **2380 Landscape Management** (Includes general correspondence.)

All Offices: Destroy records when 3 years old.

- 24 **2380-1 Mapping and Documentation** (Includes maps identifying variety classes of vegetation and land forms and documentation of recommended and final visual quality objectives which reflect administration of impacts on Forest Service landscape.)

All Offices: Retain records in office. Do not send to FRC. Destroy records at the completion of a forest planning cycle or when no longer needed for reference.

- 25 . **2390-1 Reports** (This file includes Interpretative Association Report, an internal annual report listing the gross and net sales and loss, new publications donated to the Forest Service. The information is compiled from field unit reports and consolidated in the Washington Office.

Washington Office: Destroy records when 5 years old.

- 26 **1520-1 Host Program** (Includes general correspondence, annual action plans, and other records concerning employees being responsive and courteous to the general public.)

All Offices: Destroy when 3 years old.

- 27 **1520-2 Training** (Includes instructor's manual, slide sets, student workbook and films on training to be a good Forest Service Host by learning letter writing, telephone management, greeting the public, and so forth.)

All Offices: Destroy training material when superseded by revised training material. (GRS 21-3 exception taken)

(Note: Exception was taken to the language of GRS 21-3 because the term "completed" could be misconstrued.)