

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on Reverse)

LEAVE BLANK

JOB NO.

*NI-95-88-3*

DATE RECEIVED

*9/12/88*

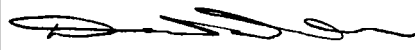
NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*1/16/91*

ARCHIVIST OF THE UNITED STATES



5. TELEPHONE EXT.

235-2539

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

1. FROM (Agency or establishment)

US Department of Agriculture

2. MAJOR SUBDIVISION

Forest Service

3. MINOR SUBDIVISION

Fiscal and Public Safety

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

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 <i>9/12/88</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 National Finance Center (NFC) is currently retaining computerized information on year-end statement of obligations reports; and monthly and quarterly reports for period of 3 years or 6 years and 3 months under the General Records Schedule (GRS 6-1a, GRS 5-5b, GRS 7-3, GRS 7-4a).</p> <p>This schedule addresses the need for the Forest Service to establish permanent retention for specifically for the statement of obligation reports and reports needed to verify the statement of obligations, to meet the agency's long-term tracking needs and to respond to internal/external inquiries. No exception is requested for the monthly and quarterly reports.</p> <p>Statements of Obligations (item #1 6650-6) displays the total funds affected for the fiscal year. They are set up in the form of year-end national summaries by appropriation, unit, budget objective, and are cumulative. Currently, these reports are identified as Budget 4V Reports and provide historical tracks to justify need for current expenditure requests. For example, OBM, Congress and internal Staffs preparing budget presentations use this information that goes back as far as 1905.</p> <p>Under the same item, the National Appropriation Fund Control reports, Report on Budget Execution (SF-133 and 4Js Reports) and similar reports related to the final year-end status of FS Programs, are needed to verify the accuracy of the Statement of Obligations.</p>		<p><i>See attached - remain rec'd 12-21-90</i></p>

*Copy sent to agency NCF/NAT 1/18/91*

The National Finance Center (NFC) is currently retaining computerized information on year-end statement of obligations reports; and monthly and quarterly reports for period of 3 years, or 6 years and 3 months under the General Records Schedule (GRS 6-1a, GRS 5-5b, GRS 7-3, GRS 7-4a).

This schedule establishes a longer temporary retention period than specified in the General Records Schedule because of tracking purposes and to respond to OBM and Congress; and internal Staffs preparing budget presentations.

Statements of Obligations (item #1 6650-6) displays the total funds affected for the fiscal year. They are set up as year-end national summaries by appropriation, unit, budget objective, and are cumulative. Currently, these reports are identified as Budget 4V Reports and provide historical tracks to justify need for current expenditure requests.

Under the same item, the National Appropriation Fund Control reports, Report on Budget Execution (SF-133 and 4Js Reports) and similar reports related to the final year-end status of FS Programs, are needed to verify the accuracy of the Statement of Obligations.

No exception is requested for the monthly and quarterly reports which are covered by the GRS. However, we do request a contingency disposal for the microfiche of these reports produced by NFC (Item #2). This will allow the agency to dispose of the fiche as its reference value diminishes.

1 6550-6 Reports (Includes Statement of Obligations Year-End Reports, National Appropriation (Fund) Control Year-End Report, Report of Budget Execution Year-End Report, and other reports related to final year-end financial status of Forest Service programs.)

A. Washington Office: (1) Printouts: Destroy printouts when 10 years old or when no longer needed, whichever comes first. (2) Microfiche: Destroy when reference use ceases.

B. All Other Offices: (1) Printouts: Destroy printouts when 5 years old or when no longer needed, whichever comes first. (2) Microfiche: Destroy when reference use ceases.

2 Microfiche (This microfiche refers to monthly and quarterly reports on Statement of Obligations, National Appropriation (Fund) Control, Budget Execution, and other interim reports related to financial status of Forest Service programs.)

All Offices: Destroy when reference use ceases.

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

JOB NUMBER  
**N1-095-88-03**

ITEM COUNT  
**3**

**SUMMARY**

The U.S. Forest Service requests disposition authority for various end-of-year budget and financial reports maintained in paper and microfiche, and for monthly and quarterly reports maintained on microfiche. The end-of-year reports have long-term reference and administrative use for the agency but cannot be used easily for historical research outside the agency. The monthly and quarterly reports do not contain sufficient historical or other value to warrant archival preservation. I recommend approval of this job.

**RECOMMENDATION**

- 1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
- 2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
- 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
- 4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

**FEDERAL REGISTER NOTICE**

Not Required.       Required — Publication Date: **09/22/89**  
 Copies Requested: **none**  
 Comments Received: **none**

**SIGNATURES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Jeanne Young</i>	12-28-90
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Quentin Rossman</i>	1/2/91
CONCURRENCES	NNX	<i>Thomas Thibodeau</i>	1/8/91
	NNT	<i>Benedict J. Phillips</i>	1-14-91
	NNW	<i>Daniel T. Fagg</i>	1-14-91