

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

N1-95-89-1

DATE RECEIVED

5/1/89

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 (F&PS)

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TELEPHONE EXT.

235-2539

DATE

8/7/89

ARCHIVIST OF THE UNITED STATES

[Signature]

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 1 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

3/27/89

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
Mary H. Davis

D. TITLE

Records Management Officer

7. ITEM NO.

1

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

Forest Service's Fiscal and Public Safety Staff is responsible for the policy governing holding Forest Service meetings and the conditions under which Forest Service employees attend internal and external meetings.

We are requesting a reduction in the retention period for meeting records to 2 years. The Department of Agriculture requires us to maintain records for 2 years for audit purposes.

These records are nonsubstantive correspondence and are of purely administrative value. Direction is provided for activities or projects resulting from meetings should be filed under the appropriate subject code.

These records were generally approved under N1-95-88-2 (previously N1-95-83-~~5~~₆).

1360 Meetings (Includes external ^{and} In-Service Meetings (including staff, information, and task force meetings). File consists of general correspondence related to requests and replies to agenda items; approvals for attendance at external meetings; records related to In-Service meetings costing over \$5000 such as costs, meeting approval, action plans, agenda, and attendance.)

All Offices: Destroy records when 2 years old.

NOTE: Functional activities or projects resulting from a meeting should be filed under appropriate subjects. For example see 1350 and 2250.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)