

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

N1-95-90-2

DATE RECEIVED

3-26-90

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

US Department of Agriculture

2. MAJOR SUBDIVISION

Forest Service

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby, Records Analyst

5. TELEPHONE EXT.

235-2539

DATE

1/3/91

ARCHIVIST OF THE UNITED STATES



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 3 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.

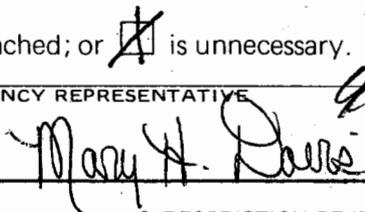
A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

Mary H. Davis



Records 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 GRS OR SUPERSEDED JOB CITATION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)

The purpose of the following documents is to track, display, and summarize monthly and quarterly accounting transactions associated with timber sales. They are produced by the Automated Timber Sale Accounting (ATSA) system as hard copy reports and summaries. The ATSA system was designed to meet the internal requirements of the Federal Managers Integrity Act of 1982 and to insure that reliable data is supplied to other data based (TSPIRS, STARS) systems for reporting to GAO, OIG, and Congress.

These record categories have never been scheduled before. They are found only at the Forest Supervisor's Office and Ranger District level. Those filed under 6500-4 and 6500-4-1 assure accountability in the transmission of records sent to Forest Service locations and the National Computer Center at Fort Collins.

Records maintained under 6500-5 report edit and updating transactions on a timber sale for any given date.

Also, records filed under 6500-6 contain specific accounting information for each contract, permit, and agreement; and are produced at the end of each month's accounting cycle.

Finally, records filed under 6500-7 are monthly and quarterly summaries (by district, forest, or proclaimed unit) of all contract and permit information summarized in the monthly accounting cycle reports.

6500 Accounting records are generally scheduled under N1-95-88-2.

Copies sent to agency, NNT 1/14/91

NCF

6500-4 Batch Control Record (Form FS 6500-160 tracks the number of records to be sent from one location to another and certifies the specific number of documents sent.)

Forest Supervisor's Office and Ranger District: Destroy when 6 months old.

Note: Destroy Batch Control Log when 2 years old.

6500-4-1 Batch Transmittal Record File (Form FS-6500-161 certifies the number of records transmitted and received to Fort Collins Computer Center.)

Forest Supervisor's Office and Ranger District: Destroy when 6 months old.

Note: Destroy Batch Transmittal Record Log when 2 years old.

6500-5 Edit/Update Transaction Reports (outputs consisting of listing of edit/update transactions on a given date for timber sale agreements, contracts and permits.)

Forest Supervisor's Office and Ranger District: Destroy when 6 months old or when no longer needed, whichever comes later.

All Other Offices: Not Applicable.

6500-6 Reports (Statement of account and reports containing specific accounting information for each contract, permit, agreement. These reports are produced at the end of each month's accounting cycle whenever there is activity on a contract or permit.)

Supervisor's Office and Ranger District:

(A) Synopsis: Retain original and most recent copy in sale folder (under 2450-3) and apply retention period.

(B) Timber Sale Statement of Account: Retain with official contract (under 2450-3) and apply retention period.

(C) Agreements Report: Destroy when 1 year old. Destroy interim reports when 30 days old.

(D) Permit Product Report: Retain most current in the Timber Sale Permit folder (under 2450-4) and apply the retention

period.

All Other Offices: Not applicable.

6500-7 Administrative Reports (Includes monthly and quarterly summaries by district, national forest, or proclaimed unit, of all contract and permit information summarized in the monthly accounting cycle reports.)

Supervisor's Office and Ranger District:

- (A) Contracts, Permits, and Agreements Scheduled Past/Termination Reports: Destroy when administrative use ceases.
- (B) Uncut Under Contract Report: Destroy when administrative use ceases.
- (C) Road Credits Authority: Year-End Report only: Destroy when 5 years old.
- (D) Contract History: Destroy when 5 years old.
- (E) Transfer of Earned Timber Sale Receipts: File with Ad-742, Transfer and Adjustment Voucher under 6540-7 Vouchers and Related Documents and apply the retention period.

All Other Offices: Not applicable.