

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-95-90-2

DATE RECEIVED

3-26-90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby, Records Analyst

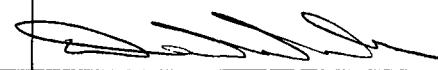
5. TELEPHONE EXT.

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.

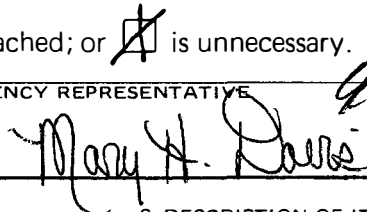
A. GAO concurrence: is attached; or is unnecessary.

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 GRS OR SUPERSEDED JOB CITATION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