REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)

US Department of Agriculture

Major Subdivision

Forest Service

Minor Subdivision

Fire and Aviation Management Staff

NAME OF PERSON WITH WHOM TO CONFERENCE

Nor na G. Mosby

TELEPHONE EXT.

235-2539

DATE

6/25/90

ARCHIVIST OF THE UNITED STATES

Nor na G. Mosby

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

6/25/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Handwritten Signature]

D. TITLE

Records Management Officer

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Smokey Bear records are generally scheduled under the 3100 series. This schedule seeks permanent retention for audiovisual productions.</td>
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<tr>
<td>02</td>
<td>3110-3 Audio visual Productions (Includes 16mm films, video productions, slide set presentations, and other audio visual productions made in the Washington Office or the Regions. This would include television news releases, information reports, educational films, and other productions deemed historically significant.)</td>
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</tbody>
</table>

Washington Office: Permanent. Original video production: Transfer the original edited master and a duplicate copy to NARA along with finding aids (such as a listing) 7 years after it is withdrawn from production.

All Other Offices: Copies: Offer to other Forest Service units when no longer needed for administrative use. If offer is not accepted, destroy.

Copies sent to agency NN-61 NN5 NNE 6/25/90