

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **NI-95-91-1**

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

DATE RECEIVED
6/30/91

1. FROM (Agency or establishment)
US Department of Agriculture

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION

Information Systems Staff

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE
11/18/91

ARCHIVIST OF THE UNITED STATES

Norina G. Mosby

703-2352539



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
6/26/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

Eddie L. Wade

D. TITLE
Records Management 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The Department of Agriculture is replacing the UNISYS with an IBM computer system at the National Computer Center. Forest Service units must convert or otherwise handle approximately 200,000 files and tapes. The majority of the materials undergoing conversion are current computer programs and data collections. Generated hard-copy reports are generally scheduled under the comprehensive job number NI-95-88-2.</p> <p>This schedule will only apply to records affected by the UNISYS/IBM conversion. We request authority to delete the following electronic records during the conversion:</p> <ol style="list-style-type: none"> 1. Tapes and files that are unreadable or unusable due to lack of documentation, lack of software to process, or physical deterioration. 2. Obsolete housekeeping or administrative application programs, systems, and data not covered by the General Records Schedule and which do not include sets of natural resource data. 3. Local (Forest, Ranger District, and Laboratory level) tapes and files with less than a three-year span of data collection covering no more than one forest or Research Problem Area. 		

Copies sent to agency, N/A

DISPOSITION: All Offices: Delete files and tapes at the time of conversion from UNSYSIS to IBM.

The Forest Service will not destroy the following records before notifying the National Archives and Records Administration (NARA):

1. Local systems in which natural resource data have been collected for more than three years on an individual forest or from portions of a number of forests in an effort to compare similar data from several locations.

2. Any system or data that the Forest Service believes has special importance that will not be converted because the data are not useful for current business.

DISPOSITION: Submit a list of the tapes/files to NARA. NARA will provide notice to the Forest Service within 30 calendar days if further evaluation of the tapes/files is necessary.

If the Forest Service receives no notice within 30 days of submitting the list to NARA, files and tapes may be deleted/destroyed.

Files which NARA evaluates and determines to be lacking in historical value will be destroyed when no longer needed. Files determined by NARA to have historical value will be transferred to NARA with all related documentation.