

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB

NI-95-91-2

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

DATE RECEIVED

1-28-91

1. FROM (Agency or establishment)

US Department of Agriculture

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Forest Service

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Computer Sciences and Telecommunications

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TELEPHONE EXT.

703-235-2539

DATE

8/19/91

ARCHIVIST OF THE UNITED STATES

*Claudia J. ...*

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

1/15/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Edie 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 GRS OR SUPERSEDED JOB CITATION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)

This schedule covers radio procurement and radio frequency records. These records were not scheduled before this submission. See FSH 6209.11, 6640 Telecommunications file series for related radio communication records.

*Copies sent to agency 8/22/91*

6640-1 Plans (Strategic plans addressing long-term telecommunication requirements and tactical/operational plans that insure reliable and effective operations.)

Originating Office: Retain plans in office. Destroy 1 year after revision.

~~All Other Offices: Destroy when plan is replaced.~~

6640-2-2 Radio Test and Evaluations (Includes test and evaluation reports and related correspondence.) WO file by manufacturer and test number.

Washington Office: Destroy records when equipment is obsolete or replaced.

~~All Other Offices: Destroy when reference value cease.~~

6640-2-4 Radio System File (Historical file that documents the authorization process for radio frequencies and tracks the long-term management of a FS radio system. The file contains background material such as forest maps, system diagrams, site-specific data, approval letters, current radio frequency authorizations, and other records that characterize the radio system. The Washington Office System file also contains the official documentation for other USDA and external agencies.)

All Offices: Destroy outdated material as radio file system is updated. Retain file in office.

Washington Office only: (USDA and external agencies radio system files): Destroy outdated material as radio file system is updated. Retain file in office.

6640-3-1 Technical Approvals (File contains GSA Required Information Sheet, Cost Summary Sheet, Justification Statement, Geographical Location Map, correspondence, and other records that authorize the purchase of telephone equipment.)

All Offices: Destroy records when revised, canceled or terminated.