

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-95-92-1	
1. FROM (Agency or establishment) U. S. Department of Agriculture		DATE RECEIVED 2-27-92	
2. MAJOR SUBDIVISION U. S. Forest Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Human Resources Program		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Norina G. Mosby			
		DATE ARCHIVIST OF THE UNITED STATES 2/23/92 <i>Claudia Meeker</i>	

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>2/24/92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>Records Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Volunteers Program is authorized by the Volunteers in the National Forest Act of 1972, as amended, 16 U.S.C. 558a - 558d. The objectives of the program are to recruit, train and use the services of volunteers to complement regular Forest Service staff. Concurrently, volunteers are provided a rewarding and challenging experience while improving the level and quality of services to the public.</p> <p>Volunteer records are generally scheduled under N1-95-88-2. Item 1, 1830 Volunteers, adds a contingent disposition to the already approved 3 years to allow more flexibility in the management of the records. This file designation contains records of a correspondence-type dealing with the overall administration of the program.</p> <p>Item 2, 1830-1 Plans is a new file designation that covers records that are generated as a result of providing orientation, supervision, training, safety and similar activities for the volunteer.</p>		

1830 Volunteers In The National Forests Program (Includes general correspondence related to the administration of the program such as media contacts; outreach projects; policy development of the volunteers program with other federal agencies; substantive congressionals and other inquiries that seek clarification of FS policies, plans, and decisions; documentation of current issues that may lead to national policy.) Establish subject folders or casefiles, as needed.

All Offices: Destroy records when 3 years old or no longer needed for administrative use, ~~whichever is later~~.

1830-1 Plans (Includes records related to recruitment, safety, supervision, orientation and training for the management of the Volunteers program.) Establish subject folders or casefiles, as needed.

All Offices: Destroy 3 years after plan is revised or after final action.