

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

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
Seung Ja Sinatra

5. TELEPHONE
703-235-1042

| | |
|---|---|
| LEAVE BLANK (NARA use only) | |
| JOB NUMBER <i>N1-95-96-1</i> | |
| DATE RECEIVED <i>3-12-96</i> | |
| NOTIFICATION TO AGENCY | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| DATE <i>7-26-96</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 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>3/6/95</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Seung Ja Sinatra</i> | TITLE <i>Records officer</i> |
|-----------------------|---|---------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|--|---|-----------------------------------|----------------------------------|
| | See Attached | | |
| <p>JUL 31 1996 <i>MHV copy to: Agency, NNA, NNT, NCF</i></p> | | | |

FSH 6209.11 - RECORDS MANAGEMENT HANDBOOK

RETENTION PERIOD
(BY FS AND FRC)

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~~7420 Drinking Water (General Correspondence) (N1-95-88-2) 3 3 3 2 2~~

1 Projects (Case folders by projects. Include the following records in the case folder: as-built drawings, engineering reports, and operation and maintenance manuals) (See Note)

NOTE: Originating Office: Keep the identified records for the life of the project.

2 Analyses and reports

| | | | | | |
|--|----|----|----|----|-------|
| Sanitary survey reports | 10 | 10 | 10 | 10 | 10 |
| Condition survey reports | 10 | 10 | 10 | 10 | 10 |
| Contaminant and chemical test results | 10 | 10 | 10 | 10 | 10 * |
| Bacteriological analysis | 5 | 5 | 5 | 5 | 5 |
| Records of corrective actions for violations | 3 | 3 | 3 | 3 | 3 ** |
| Records of variances or exemptions | 5 | 5 | 5 | 5 | 5 *** |
| Disinfection and turbidity test results | 5 | 5 | 5 | 5 | 5 |

Note: * - One time tests results to be kept for the life of the water system.
 ** - Kept after last action taken with respect to the particular violation involved.
 *** - Kept after the expiration of such variance or exemption.

Note: Retention schedule required by Environmental Protection Agency regulations at 40 CFR 141.33. Retention time represents minimum suggested time periods.