

**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  
N1-95-96-1

DATE RECEIVED  
3-12-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
7-26-96

ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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 3/6/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Seung Ja Sinatra</i>	TITLE Records officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attached		

JUL 31 1996 MHR Copy to: Agency, NNA, NNT, NCF

FSH 6209.11 - RECORDS MANAGEMENT HANDBOOK

RETENTION PERIOD  
(BY FS AND FRC)

WO RO&A ES SO OTHER

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.