

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-095-96-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All temporary items on this schedule are presumed destroyed, and all permanent items have been accessioned. The schedule is therefore obsolete.

Date Reported: 8/10/2022

N1-095-96-002

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 N1-95-96-2	DATE RECEIVED 2-18-97
1. FROM (Agency or establishment) U. S. Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U. S. Forest Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION National Forest Supervisor's Office			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE 5-21-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 1/13/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Severin Seston</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>National Forest Supervisor's Office Records dated July 1, 1946 through June 30, 1959.</p> <p>All file folders filed under Forest Service alpha file codes: E - Engineering, F - Fire Control, FP - Flood Prevention, G - Range Management, I - Information and Education, M - Watershed Management, o - Operations, P - State and Private Forestry, S - Timber, U - Recreation and Land, and W - Wildlife Management.</p> <p>DISPOSITION. Use disposition instructions included as Attachment A to this schedule. NARA will apply the provisions of the GRS prior to transfer. File folders that include records created later than June 30, 1959 will be included in the transfers as appropriate.</p>		
2.	<p>National Forest Supervisor's Office Records dated July 1, 1946 through June 30, 1959.</p> <p>All file folders filed under Forest Service alpha file codes: A - Fiscal Control, C - Chief, D - Regional Forester, and K - Personnel.</p> <p>DISPOSITION. Destroy immediately upon approval of this disposition job.</p>		

FOREST SERVICE MANUAL CODE KEY SYSTEM

Blister Rust Control	BR
Chief	C
Engineering	E
Fire Control	F
Fiscal Control	A
Flood Prevention	FP
Forest Communities	B
Information and Education	I
Land Acquisition	L
Land Utilization	LU
National Forest Planning and Establishment	LP
Operation	O
Personnel	K
Range Management	G
Recreation and Lands	U
Regional Forester	D
State and Private Forestry	P
Timber Management	S
Watershed Management	M
Wildlife Management	W

DISPOSITION SCHEDULE FOR THE DIVISION OF ENGINEERING

FILE DESIGNATION (Key Letter E)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		SUPERVISOR'S OFFICE
ALL DESIGNATIONS	1. <u>Circular Letter</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	DESTROY
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decision, and no special compilations or research for reply:	DESTROY
COOPERATION	1. Case files:	DESTROY
	2. General correspondence:	
EQUIPMENT AND MATERIALS	1. Case files:	DESTROY
	2. General correspondence:	
IMPROVEMENTS	1. Case files:	PERMANENT
	2. General correspondence:	DESTROY

INSPECTION	Reports plus all related correspondence:	SUPERVISOR'S OFFICE PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
PATENTS	1. Case file:	DESTROY
	2. General correspondence:	DESTROY
PHOTOGRAPHY	For the secondary subjects of Production and General --all correspondence:	PERMANENT
	<u>NOTE:</u> Disposition for actual Cartographic, Photogrammetric, and Related Records is covered at end of Engineering Schedule.	
PLANS	1. Management plans if formulated and adopted:	PERMANENT
	2. Material accumulated in process of compiling management plans:	DESTROY
	3. General correspondence:	
POWER	1. Case files--	
	(a) Appraisals:	"5" PERMANENT
	(b) Conflicts; Investigations and Resources:	"5" PERMANENT
	(c) Withdrawals:	PERMANENT
	(d) FPC cases; Transmission Lines; Power Policy:	PERMANENT
2. General correspondence:	DESTROY	

SUPERVISOR'S OFFICE

PUBLICATIONS	1. (a) Case files pertaining to Handbook Revision (at originating office):	PERMANENT
	(b) Copies of revisions-- <u>all offices</u> --dispose of when superseded.	
	2. General correspondence:	DESTROY
ROAD AND TRAILS	1. Investigation reports on cost studies:	DESTROY
	2. Annual progress report or equal	"5" PERMANENT
	3. Right-of-Way deeds:	PERMANENT
	4. Transportation System Plans:	PERMANENT
	5. General Correspondence	
STATISTICS	1. Annual reports:	PERMANENT
	2. Special reports:	"5" PERMANENT
	3. Material accumulated in the process of compiling reports:	DESTROY
	4. General correspondence:	DESTROY
STUDIES	1. Case files:	DESTROY
	2. General correspondence:	DESTROY
SUPERVISION	1. (a) Case files pertaining to Form Revision; Manual Revision (at originating office):	PERMANENT
	(b) Copies of revisions-- <u>all offices</u> --dispose of when superseded.	
	2. For the secondary subjects of Meetings; General --all correspondence:	DESTROY
SURVEY	See MAPS (Cartographic, Photogrammetric, and Related Records).	

WATER
RESOURCES

1. Case files (Investigations and Water Rights): "5"
2. General correspondence:

PERMANENT

DESTROY

MAPS
(Cartographic,
Photogrammetric,
and Related
Records)

I. CARTOGRAPHIC RECORDS--

1. Plane table and similar field-made drawings and related materials; stereophotogrammetric drawings and related materials; field completion board or blueline and similar prints other than those derived from stereophotogrammetric origin (after completion of resultant maps):
2. Field completion boards of the stereo-compiled manuscript (after issue of resultant map):
3. (a) Those overlay and similar drawings prepared on the basis of field surveys or compilations that are only partially duplicated in resultant map (after completion of resultant map):
(b) Those completely duplicated in resultant map (after completion of map):

PERMANENT

DESTROY

PERMANENT

DESTROY

MAPS
(continued)

4. (a) Those manuscript office compilations derived from field survey and similar sources that are only partially reproduced in published maps; those derived from other than field surveys and stereophotogrammetric sources, that have not been published (after publication of map, or after compilation completed): PERMANENT
- (b) Those manuscript office compilations that have been published (after publication of map): DESTROY
5. Color separation boards, or manuscripts for reproduction, and related material; map reproduction and media; color pulls and the like; map correction files; proof copies of maps and related papers: DESTROY
6. One copy of each published map and variant thereof: PERMANENT
- II. PHOTOGRAMMETRIC RECORDS--
1. Vertical and oblique negative aerial films; photo index sheets, flight line indexes and similar finding aids (negatives and prints); record set of aerial mosaics and similar prints covering selected areas; record set of contact aerial photographic prints: PERMANENT

MAPS
(continued)

2. Film negatives of manuscript (dispose of when superseded).

3. Dispositions:

~~TEMPORARY.~~
~~PERMANENT~~

III. RELATED (Textual) RECORDS--

1. (a) Documents outlining project, map history, or similar files (after publication of map or compilation of project):

~~TEMPORARY.~~
~~PERMANENT~~

(b) Minor administrative papers summarized in (a) above (after publication of maps or compilation of project):

DESTROY

2. Research and reference files (dispose of when obsolete, superseded, or upon publication of map).

3. Primary controls and computations developed by the Forest Service; field survey notes; (after publication or compilation of map):

PERMANENT

4. Primary controls and computations obtained from other agencies; supplemental controls and computations (when superseded, or after publication or compilation of map--whichever is sooner):

DESTROY

DISPOSITION SCHEDULE FOR THE DIVISION OF FIRE CONTROL

FILE DESIGNATION (Key Letter F)	SUBJECT MATTER	AUTHORIZED DISPOSITION
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	SUPERVISOR'S OFFICE DESTROY
	2. <u>Inquiries</u> ---Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decision, and no special compilations or research for reply:	DESTROY DESTROY
	<u>NOTE:</u> To expedite proper disposition of items 1 and 2 above, suggest filing separately from other material for which the same file designation is employed.	
AERIAL	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY

			SUPERVISOR'S OFFICE
EQUIPMENT	1. Case files of a routine nature:		DESTROY
	2. Case files of a permanent nature:		DESTROY
	3. General correspondence:		DESTROY
IMPROVEMENT	Construction and maintenance of improvements--		
	1. Case files:		DESTROY
	2. General correspondence:		DESTROY
INSPECTION	Reports plus all related correspondence:		PERMANENT
LEGISLATION	Case files; general correspondence:		DESTROY
PATENTS	1. Case files:		DESTROY
	2. General correspondence:		DESTROY
PLANS	1. (a) Management plans (for Presuppression; Prevention, Replanning, and Suppression) if formulated and adopted:		PERMANENT
	(b) Material accumulated in process of compiling management plans:		DESTROY
	2. General correspondence:		DESTROY
STATISTICS	1. Reports--		
	(a) Annual statistical reports (1 copy):		PERMANENT
	(b) Individual fire reports:	"10"	PERMANENT
	(c) 10-day reports; Lightning reports; Fireman reports:	"5"	PERMANENT
	2. Material accumulated in process of compiling reports:		DESTROY
	3. General correspondence:		DESTROY

SUPERVISOR'S OFFICE

STUDIES

Administrative Study Projects--

- | | | |
|----------------------------|-----|-----------|
| 1. Case files; | "5" | PERMANENT |
| 2. General correspondence: | | DESTROY |

SUPERVISION

- | | | |
|--|--|-----------|
| 1. (a) Case files pertaining to Form Revision;
Handbook Revision; Manual Revision (at
originating office): | | PERMANENT |
| 2. For the secondary subjects of Meetings and General
--all correspondence: | | DESTROY |

TRESPASS

- | | | |
|---|--|-----------|
| 1. Card Record Forms 618, or equal, with resume
of case; case files of enduring administrative
or historical value: | | PERMANENT |
| 2. Case files (other than those covered by
item 1 above): | | DESTROY |
| 3. General correspondence: | | DESTROY |

DISPOSITION SCHEDULE FOR THE DIVISION OF FLOOD PREVENTION AND RIVER BASIN PROGRAMS

FILE DESIGNATION	SUBJECT MATTER	AUTHORIZED DISPOSITION
(Key Letter FP)		
		SUPERVISOR'S OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	DESTROY
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decision, and no special compilations or research for reply:	DESTROY
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
FINANCE	All correspondence and related material:	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
PERSONNEL	All correspondence and related material:	DESTROY

SUPERVISOR'S OFFICE

PLANS	1. Completed program plans (including Preliminary Examination and Survey reports):	PERMANENT
	2. Material accumulated in process of compiling program plans:	DESTROY
	3. General correspondence:	DESTROY
PROGRAMS	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
STATUS	1. Case files (Progress Reports on Preliminary Examinations and Surveys):	DESTROY
	2. General correspondence:	DESTROY
STUDIES (Local floods; Basin data)	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	2. For the secondary subjects of Meetings and General--all correspondence:	DESTROY

DISPOSITION SCHEDULE FOR THE DIVISION OF RANGE MANAGEMENT

FILE DESIGNATION (Key Letter G)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		SUPERVISOR'S OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	DESTROY
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
CONTROL	1. Case files:	DESTROY
	2. General correspondence:	
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY

		SUPERVISOR'S OFFICE
IMPROVEMENT	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
MANAGEMENT	1. Adjustments--case files:	PERMANENT
	2. Reports--	
	(a) Annual--Form 438 or equal plus supplemental reports; 5-year reports:	PERMANENT
	(b) Range Survey Report: "10"	PERMANENT
	3. Stock Driveways:	PERMANENT
	4. For the secondary subjects of Capacities, Economics, Grazing Fees, losses, Inventories, Seasons, Stock, and General--all correspondence plus related material:	PERMANENT
PERMITS	1. Case files; record individual permit reductions; Permit Allotment Sheets-Form 662 or equal; Disapproved Applications:	PERMANENT
	2. Card records--Forms 403 and 621 or equals:	DESTROY
	3. General correspondence:	DESTROY
PLANS	1. Management plans if formulated and adopted:	PERMANENT
	2. Material accumulated in process of compiling management plans:	DESTROY
	3. General correspondence:	DESTROY

		SUPERVISOR'S OFFICE
REVEGETATION	1. Case files:	"5" PERMANENT
	2. General correspondence:	DESTROY
STATISTICS	1. Reports:	PERMANENT
	2. Material accumulated in process of compiling reports:	DESTROY
	3. General correspondence:	DESTROY
STUDIES	1. Case files of routine nature:	DESTROY
	2. Case files of permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	2. For the secondary subjects of Meetings, Policy, and General--all correspondence:	DESTROY
TRESPASS	1. Card Record Forms 618, or equal, with resume of case; case files of continuing Administrative or historical value; Wild Horse Closing Order under Reg. T-12 (or equal) plus all related material:	PERMANENT
	2. Case files (other than those covered by item 1 above):	DESTROY
	3. General correspondence:	DESTROY

DISPOSITION SCHEDULE FOR THE DIVISION OF INFORMATION AND EDUCATION

FILE DESIGNATION	SUBJECT MATTER	AUTHORIZED DISPOSITION
(Key Letter I)		
		SUPERVISOR'S OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	DESTROY
	2. <u>Inquiries</u> --Requests for information regarding any activities of the I&E Division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
COOPERATION	1. Case files of a routine nature; all general correspondence:	DESTROY
	2. Case files of a permanent nature;	DESTROY
EDUCATION	All correspondence and related material:	"5"
INFORMATION	1. (a) 1 set of major written speeches; special articles; major broadcasts; film strips; etc. (b) 1 set of photographs:	PERMANENT PERMANENT
	2. General correspondence:	DESTROY

INSPECTION	Reports plus all related correspondence:	SUPERVISOR'S OFFICE PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
PLANS	1. I&E plans, if formulated and adopted	DESTROY
	2. Material accumulated in process of compiling management plans; general correspondence:	DESTROY
PUBLICATIONS	1. Manuscripts and publications--retain 1 set at originating office together with final approved and initialed draft:	PERMANENT
	2. All correspondence and related material not covered by item 1.	DESTROY
STUDIES	Administrative study projects--case files, general correspondence:	DESTROY
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	2. Annual Reports and Chief's Program of Work:	DESTROY
	3. Meetings; general correspondence:	DESTROY

DISPOSITION SCHEDULE FOR THE DIVISION OF WATERSHED MANAGEMENT

FILE DESIGNATION (Key Letter M)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		SUPERVISOR'S OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	DESTROY
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
COORDINATION	1. Case files:	DESTROY
	2. General correspondence:	DESTROY

FLOOD CONTROL	1. Case files of a routine nature:	SUPERVISOR'S OFFICE DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
IMPROVEMENT	1. Case files (Administrative Study Projects):	DESTROY
	2. General correspondence:	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
MANAGEMENT	(See SUPERVISION-Work Programs.)	
PLANS	(See WATERSHEDS--Program.)	
SOILS	1. For secondary subjects of Erosion Control and Special-- (a) Case files of a routine nature: (b) Case files of a permanent nature:	DESTROY PERMANENT
	2. General correspondence:	DESTROY
STATISTICS	1. Special reports; material accumulated in process of compiling reports: 2. General correspondence:	DESTROY
STUDIES	1. Case files (Administrative Study Projects):	DESTROY
	2. General correspondence:	DESTROY

SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	SUPERVISOR'S OFFICE PERMANENT
	2. Case files for Work Programs (administrative supervision):	DESTROY
	3. For the secondary subjects of Meetings and General --all correspondence:	DESTROY
WATER RESOURCES	1. Case files (Supplies; Uses; Vegetation):	DESTROY
	2. General correspondence:	DESTROY
WATERSHEDS	1. Management (program) plans if formulated and adopted:	PERMANENT
	2. Material accumulated in process of compiling management (program) plans:	DESTROY
	3. General correspondence:	DESTROY

DISPOSITION SCHEDULE FOR THE DIVISION OF OPERATION

FILE DESIGNATION (Key Letter O)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		SUPERVISOR'S OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	DESTROY
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY DESTROY
COMMUNICATIONS	All correspondence plus related material:	DESTROY
COOPERATION	Case files; general correspondence:	DESTROY
FINANCE	1. For the secondary subjects of Allotments, Apportionment, Estimates, and Operating Plans-- case files (including all related reports and forms); all correspondence:	DESTROY

		SUPERVISOR'S OFFICE
FINANCE (continued)	2. For the secondary subjects of Authorizations and General--all correspondence plus related material:	DESTROY
IMPROVEMENTS	Case files; general correspondence:	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
ORGANIZATION	1. Case files; Organization Charts;	PERMANENT
	2. General correspondence:	DESTROY
PATENTS	Case files; general correspondence:	DESTROY
PLANS	1. One complete work plan since inception of representative ranger district and forest of region:	PERMANENT
	2. For the secondary subjects of Current Work, Project Work Programs, Objectives, Standards, and Workload Analysis--case files; all correspondence:	DESTROY
	3. For the secondary subject of General--all correspondence:	DESTROY
QUARTERS	1. Federal quarters estimate; retain until project completed or superseded--WO; RO; S; R.	DESTROY
	2. For the secondary subjects of Federal, Leases, and Occupancy (exception-item 1 above)--case files; all correspondence plus related forms and reports:	DESTROY
	3. For the secondary subject of General--all correspondence:	DESTROY
RADIO	Case files; all correspondence:	DESTROY

		SUPERVISOR'S OFFICE
STATISTICS	1. Annual Statistical Reports, Form 446 or equal:	DESTROY
	2. Other statistical reports:	DESTROY
	3. Material accumulated in process of compiling statistical reports:	DESTROY
	4. General correspondence:	DESTROY
STUDIES	1. Under "Work Improvement" (employee suggestions)-- case files:	DESTROY
	2. All other case files (include all related reports, forms, etc.):	DESTROY
	3. General correspondence:	DESTROY
SUPERVISION	1. Official diaries--other than those covered by Manual instructions, GA-C6-11(2) and (3):	DESTROY
	2. Case files pertaining to Emergency Programs:	DESTROY
	3. -Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	4. For the secondary subjects of Details, Meetings, Official Car Storage; Wage Rate and General-- all correspondence:	DESTROY
SUPPLY	1. For the secondary subjects of Bids, Orders, and Requisitions--all case files, if any; all contracts, requisitions, purchase orders and vouchers, leases; all other related forms, reports, and correspondence:	DESTROY

SUPPLY
(continued)

SUPERVISOR'S OFFICE

2. Under the secondary subject of equipment Records-- property inventory lists; Inventory Cards (after discontinuance of item, or after stock balance transferred to new card, or after equipment removed from agency control); motor vehicle operating and maintenance reports; all related correspondence;
3. For the secondary subject of Excess Property--
 - (a) Reports of excess real property; case files on disposal of surplus real property and related personal property:
 - (b) Reports of excess personal property; case files on sales of surplus personal property (invitations, bids, acceptances, lists of material, evidence of sales, related correspondence, etc.):
4. Under the secondary subjects of Authorization, Commissary, Cooperative Purchase Associations, Parts Lists, Priorities, Procedure, Specifications, Transportation, and General--all correspondence plus related forms and reports:

DESTROY

PERMANENT

DESTROY

DESTROY

TRESPASS

1. Card Record Forms 618, or equal, with resume of case; case files of enduring administrative or historical value:
2. Case files (other than those covered by item 1 above):
3. General correspondence:

PERMANENT

DESTROY

DESTROY

* Any individual case file that has continuing value should be retained.

DISPOSITION SCHEDULE FOR THE DIVISION OF COOPERATIVE FOREST MANAGEMENT AND COOPERATIVE FOREST PROTECTION

FILE DESIGNATION	SUBJECT MATTER	AUTHORIZED DISPOSITION
(Key Letter P)		
		SUPERVISOR'S OFFICE
ALL DESIGNATIONS	1. <u>Circular letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	DESTROY
	2. <u>Inquiries</u> --Requests for information regarding any activities of the division, and replies thereto, that involve no administrative action, no policy decisions, and no special compilations or research for reply:	DESTROY
COMMUNICATIONS	All correspondence and related material:	DESTROY
CONTROL	1. Case files (Diseases; Fire; Insects): "5" 2. General correspondence:	PERMANENT DESTROY
COOPERATION	1. Case files of a routine nature: 2. Case files of a permanent nature: 3. General correspondence:	DESTROY PERMANENT DESTROY

		SUPERVISOR'S OFFICE
EXTENSION	1. For written speeches, special articles, broadcasts, film strips, and publications-- <u>retain 1 set</u> (at originating office):	PERMANENT
	2. All correspondence:	DESTROY
FINANCE	1. Individual State budgets--all material:	DESTROY
	2. General correspondence:	DESTROY
FOREST PRACTICE	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
IMPROVEMENT	Case files (Administrative Study Projects):	DESTROY
	2. General correspondence:	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
PLANS	1. Cooperative Fire and Policy Plans: "10"	PERMANENT
	2. Material accumulated in process of compiling plans:	DESTROY
	3. General correspondence:	DESTROY
PLANTING	1. Card record:	DESTROY
	2. Case files:	DESTROY
	3. General correspondence:	DESTROY

PROGRAM	1. Case files -cooperative programs:	SUPERVISOR'S OFFICE DESTROY
	2. General correspondence:	DESTROY
	<u>NOTE:</u> Any individual case file (item 1) which seems to have continuing administrative, legal, or historical value may be retained beyond the period stated.	
RADIO	Correspondence and all related material:	DESTROY
STATE FORESTRY	1. Case files:	PERMANENT
	2. General correspondence:	DESTROY
STATISTICS	1. Reports:	DESTROY
	2. Material accumulated in process of compiling reports:	DESTROY
	3. General correspondence:	DESTROY
STUDIES	1. Case files-- (a) Area and cost studies: (b) C-M I studies:	PERMANENT PERMANENT
	2. C-M 2 Expenditure Statements--1 complete set:	DESTROY
	3. Material accumulated in process of compiling C-M 2 Statements:	DESTROY
	4. General correspondence:	DESTROY
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT

SUPERVISION
(continued)

2. (a) Annual reports:
(b) Material accumulated in process of compiling
Annual Reports:
3. For the secondary subjects of Meetings; General
--all correspondence:

SUPPLY

ALL correspondence and related material:

SUPERVISOR'S OFFICE

PERMANENT

DESTROY

DESTROY

DESTROY

DISPOSITION SCHEDULE FOR THE DIVISIONS OF TIMBER MANAGEMENT

FILE DESIGNATION	SUBJECT MATTER	AUTHORIZED DISPOSITION
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(Key Letter S)

ALL
DESIGNATIONS

1. Circular letters to other Forest Service offices-
1 complete set plus all background (case file)
material, if any:

SUPERVISOR'S OFFICE

DESTROY

ADMINISTRATIVE Disposal of timber and other forest products--
USE; FREE USE;

- | | | | |
|-----------------|----|---|---------|
| LOG SALES; | 1. | Case files (all material) when products have
a dollar value of less than \$2,000.00: | |
| LOGGING; | | | DESTROY |
| RAFTING; TOWING | 2. | Case files (all material) when products have
a dollar value of more than \$2,000.00: | |
| | | | DESTROY |
| | 3. | General correspondence: | |
| | | | DESTROY |

*Exception: Any individual case file which seems to have continuing administrative, legal, or historical value should be retained.

		SUPERVISOR'S OFFICE
CONTROL	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
IMPROVEMENTS	Construction and maintenance of improvements--	
	1. Case files:	DESTROY
	2. General correspondence:	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
PATENTS	1. Case files:	DESTROY
	2. General correspondence:	DESTROY
PLANS	1. Management plans if formulated and adopted:	PERMANENT
	2. Material accumulated in process of compiling management plans:	DESTROY
	3. General correspondence:	DESTROY
PLANTING	1. Case files:	DESTROY
	2. Card record of plantation; Cost of Production (Forms 351, 3 2, or equals):	PERMANENT
	3. Seed collection, extractive reports:	DESTROY

SUPERVISOR'S OFFICE

	4. Annual Planting and Nursery Reports:	PERMANENT
	5. Seed Testing--Form 489 or equal:	DESTROY
	6. General correspondence:	DESTROY
SALES	1. Case files (all material) when products have a dollar value of less than \$2,000.00:	DESTROY*
	2. Case files (all material) when products have a dollar value of more than \$2,000.00:	DESTROY*
	3. (a) Quarterly reports--Form 949 or equal: " "	PERMANENT
	(b) Compilation of quarterly reports: " "	PERMANENT
	4. All correspondence, also related forms or reports other than that material covered by items 1-3 above:	DESTROY
*-SCALING	All correspondence, also related forms and reports, if any:	DESTROY
STAND IMPROVEMENT	Case files; general correspondence:	PERMANENT
STATISTICS	1. Periodic reports (Form 446 or equal):	PERMANENT
	2. Work sheets and compilations used in process for Form 446 or equal:	DESTROY
	3. General correspondence:	DESTROY
STUDIES	Administrative Study Projects--	
	(a) Case files:	DESTROY
	(b) General correspondence:	DESTROY
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	(b) Copies of revisions-- <u>all offices</u> --dispose of when superseded.	

*Exception: Any individual case file that seems to have continuing administrative, legal, or historical value should be retained.

SUPERVISION (continued)	2. Annual Reports and Chief's Program of Work: 3. For the secondary subjects of Meetings and General --all correspondence:	PERMANENT
TRESPASS	1. Case files: 2. General correspondence:	DESTROY*
VALUATION	Examinations and/or investigations--case files; general correspondence:	PERMANENT

*Any individual case file which seems to have continuing administrative or legal value may be retained beyond the period stated. (Those involving settlement of land lines or other settlement of claims of land title should be retained.)

DISPOSITION SCHEDULE FOR THE DIVISION OF RECREATION AND LAND USES

FILE DESIGNATION (Key Letter U)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		SUPERVISOR'S OFFICE
ALL DESIGNATIONS	1. <u>Circular letter</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	DESTROY
ADJUSTMENTS	1. Case files (homestead entries, mineral claims, etc.):	PERMANENT
	2. General correspondence:	DESTROY
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
IMPROVEMENTS	1. Case files (administrative projects):	DESTROY
	2. General correspondence:	DESTROY

INSPECTION	Reports plus all related correspondence:		SUPERVISOR'S OFFICE PERMANENT
LEGISLATION	Case files; general correspondence:		DESTROY
PLANS	1. Management plans if formulated and adopted:		PERMANENT
	2. Material accumulated in process of compiling management plans:		DESTROY
	3. General correspondence:		DESTROY
RECREATION	1. Case files (administration and development of Special Areas, Wild Areas, Virgin Areas, Wilderness Areas, Fee, etc.)	"5"	PERMANENT
	2. General correspondence:		DESTROY
STATISTICS	1. Annual (Form 446 or equal) reports:		PERMANENT
	2. Special reports; accumulated in process of compiling statistical reports:		DESTROY
	3. General correspondence:		DESTROY
STUDIES	1. Case files (administrative study projects):		DESTROY
	2. General correspondence:		DESTROY
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office): For the secondary subjects of Meetings, Policy, and General--all correspondence:		PERMANENT

TRESPASS

1. Card Record Form 618, or equal, with resume of case; case files of continuing administrative, legal, or historical value:
2. Case files (all other than those covered by item 1 above):

PERMANENT

DESTROY

USES

1. Card Record Form 619, or equal; case files of continuing administrative, legal, or historical value:
2. Case files (all other than those covered by item 1- above):
3. General correspondence:

PERMANENT

DESTROY

DESTROY

WITHDRAWALS

(Administrative Site; Public Service Site; Reclamation; Recreation Area; Other)

1. Case files of a routine nature:
2. Case files of a permanent nature:
3. General correspondence:

DESTROY

PERMANENT

DESTROY

DISPOSITION SCHEDULE FOR THE DIVISION OF WILDLIFE MANAGEMENT

FILE DESIGNATION (Key Letter W)	SUBJECT MATTER	AUTHORIZED DISPOSITION
		SUPERVISOR'S OFFICE
ALL DESIGNATIONS	1. <u>Circular Letters</u> to other Forest Service offices-- 1 complete set plus all background (case file) material, if any:	DESTROY
CONTROL	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY
COOPERATION	1. Case files of a routine nature:	DESTROY
	2. Case files of a permanent nature:	PERMANENT
	3. General correspondence:	DESTROY

IMPROVEMENTS	Construction and maintenance of improvements--	
	1. Case files:	DESTROY
	2. General correspondence:	DESTROY
INSPECTION	Reports plus all related correspondence:	PERMANENT
LEGISLATION	Case files; general correspondence:	DESTROY
MANAGEMENT	1. Annual reports; case files of a permanent nature:	PERMANENT
	2. Case files of a routine nature; material accumulated in the process of compiling Annual Reports:	DESTROY
	3. General correspondence:	DESTROY
PLANS	1. Management plans if formulated and adopted:	PERMANENT
	2. Material accumulated in the process of compiling management plans:	DESTROY
	3. General correspondence:	DESTROY
STATISTICS	1. Special reports plus material accumulated in the process of compiling reports:	DESTROY
	2. General correspondence:	DESTROY
SUPERVISION	1. (a) Case files pertaining to Form Revision; Handbook Revision; Manual Revision (at originating office):	PERMANENT
	2. For the secondary subjects of Meetings, Policy, and General--all correspondence:	DESTROY

TRESPASS

1. Card Record Forms 618, or equal, with resume of case, case files of continuing administrative or historical value:
2. Case files (other than those covered by item 1 above):
3. General correspondence:

SUPERVISOR'S OFFICE

PERMANENT

DESTROY

DESTROY