

**REQUEST FOR AUTHORITY
TO DISPOSAL OF RECORDS**
(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JAN 22 1975	JOB NO NC - 95-75-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped disposal not approved or with drawn in column 10	
2-21-75 <i>James B Rhoads</i> Date Archivist of the United States	

**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D C 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
U. S. Department of Agriculture

2 MAJOR SUBDIVISION
Forest Service

3 MINOR SUBDIVISION
Division of Administrative Services

4 NAME OF PERSON WITH WHOM TO CONFER
W. F. Hice

5 TEL EXT
447-6101

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

1-17-75 (Date) *W. F. Hice* (Signature of Agency Representative) Records Management Officer (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>The Recreation Management staff is responsible for the Service-wide planning necessary in providing recreational sites and facilities on National Forest lands for use by the general public. Plans are prepared for each recreation management composite, each established wilderness and primitive area, and each recognized scenic, geological, archeological, historical or other special-interest area.</p> <p>2310 Recreation System Planning (includes plans covering camp and picnic grounds, resorts, organization camps, recreation residences, swimming areas, and commercial public-service sites)</p> <p>a. Regional Offices - Retain for 5 years. (Provided Planning Reports are retained permanently in Regional Subject File 2310-2)</p> <p>b. Washington and all other offices - Destroy when use ceases.</p>		
2	<p>2310-1 Recreation Information Management (RIM) Documents, dating from 1939.</p> <p>The RIM systems is a program for collecting data and providing information on the identification, location, dimensions, condition, and use of each recreation site and area on National Forest lands. The data in the system is manipulated to provide a wide variety of reports in any array to meet management needs. RIM documents are referred to as: basic-address, facility inventory; condition survey; use and activities; directories; plans, programs, and schedules; and research.</p>	FS Records Retention Plan - Items 5a & 5B and Schedule NN-166-136 (Item 2)	

COPY to Agency 2/25/75

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Washington Office (WO):</u></p> <p>a. This schedule requests authority to dispose of the original copy of source records dating from 1939 after microfilming has been completed and accepted.</p> <p>This certifies that the records described in this item (2) have been microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the silver duplicate negative plus one diazo copy of each microfilm shall be offered to the Office of the National Archives, National Archives and Records Service.</p> <p>b. Microfilm copies - Retain record copies permanently. Transfer to the National Archives when microfilm is accepted (FPMR 101-11.503 and 504)</p> <p>Regional and all other offices:</p> <p>c. Microfilm copies - Destroy when use ceases.</p> <p><i>The above changes were agreed to by W. F. Hize on 2/11/75. Ditzersack 2/11/75</i></p>		