

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED SEP 10 1975	JOB NO NC - 95-75-2
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the disposal request, including amendments, is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
11-19-75 <i>James P. O'Neill</i> Date <i>acting</i> 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

Administrative Services Staff

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

4-30-75
(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,	The Computer Science Group, Administrative Management Staff, has the immediate overall responsibility for directing the Forest Service computer science program. Regional Foresters, Station Directors, and Area Directors are responsible for meeting the objectives and maintaining the program at field units. This schedule applies to the "6600" series of records normally kept in office files. 6600 Computer Science Management 6600-1 Inquiries All offices: Retain records in office. Destroy when 6 months old.		
2,	6600-2 Studies (Separate case folders for broad administrative or management studies and task forces.) a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer closed or completed studies to FRC within 2 years from closing date or retain records in office. Destroy when 5 years old. b. Other offices: Not applicable.		
Copy to Agency & All FRC's 11-21-75 <i>JO</i>			43 items

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
3	<p>6600-2-1 Study Reports (Final study reports only.)</p> <p>a. Washington Office: <u>PERMANENT</u> - Transfer records to FRC when 3 years old. Offer records to National Archives when 10 years old.</p> <p>b. Regional Offices, Experiment Stations, and Area Offices: Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>c. Other offices: Not applicable.</p> <p>6610 Computer Resource Management (Includes general correspondence relative to the activities of planning, organizing, directing, and controlling the use of computer resources. Includes standards and security.)</p>		
4	<p>6610-1 Plans (Includes fiscal year plans and short-range plans up to five years.)</p> <p>a. Washington Office: Transfer records to FRC 3 years after plan has been revised or after final action has been taken. Destroy 10 years after revised or after final action.</p> <p>b. Regional Offices, Experiment Stations, and Area Offices: Transfer records to FRC 2 years after plan has been revised or after final action has been taken, or retain records in office. Destroy 5 years after revised or after final action.</p> <p>c. Other offices: Retain records in office. Destroy 3 years after plan has been revised or after final action.</p>		
5	<p>6610-2 Coordination</p> <p>a. Washington Office: Transfer records to FRC when 3 years old. Destroy when 10 years old.</p> <p>b. Regional Offices, Experiment Stations, and Area Offices: Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>c. Other offices: Retain records in office. Destroy when 3 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6	<p>6610-3 Standards (Includes applicable Federal or American National Standards.)</p> <p>All offices: Retain records in office. Destroy when superseded or obsolete.</p>		
7	<p>6610-3-1 Departmental Information Processing Standards (DIPS) (Separate folders according to DIPS categories; i.e., general, hardware, software, data and applications.)</p> <p>All offices: Retain records in office. Destroy when superseded or obsolete.</p>		
8	<p>6610-3-2 Forest Service Standards (Includes only correspondence and background material created in the development of standards. Includes material relative to project management and control, program documentation, system analysis, development and design.) Note: These standards are retained permanently in the 1100-1 directives file and incorporated in the Forest Service directives system.</p> <p>a. Washington Office: Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>		
9	<p>6610-4 Inspection and Review</p> <p>All offices: Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.</p>		
10	<p>6610-5 Security (Includes physical, data and programs.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. Other offices: Not applicable.</p>		
11	<p>6620 Application Systems Design and Development (Includes general correspondence.)</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
12	<p>6620-1 Plans (Includes long-range master plan.)</p> <p>a. Washington Office: <u>PERMANENT</u> - Transfer records to FRC 5 years after plan has been completely revised or superseded by a new plan. Offer records to National Archives when 10 years old.</p> <p>b. Regional Offices, Experiment Stations, and Area Offices: Retain records in office. Destroy 3 months after plan has been completely revised or superseded by a new plan.</p> <p>c. Other offices: Not applicable.</p>		
13	<p>6620-2 Projects (Case folder by project number and name. Includes only projects which have gone to feasibility study point or beyond. These folders contain material relative to design and development of the computerized system.) Note: The basic records up to the point of computer processing, and including the output (or end product) are maintained in the functional unit under established designations. These records are disposed of in accordance with approved records schedule.</p> <p>All offices: Transfer records to FRC 2 years after discontinuance of the system or retain records in office. Destroy 5 years after discontinuance of the system.</p>		
14	<p>6620-3 Proposals (Initial requests for systems work. If request develops into approval of project, material will be placed in a case folder and filed under 6620-2.)</p> <p>All offices:</p> <p>a. Approved Systems: See disposition authority in Item 13.</p> <p>b. Disapproved Systems: Transfer records to FRC 2 years after final action or retain records in office. Destroy 5 years after final action.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
15	<p>6630 Technological Support (Includes correspondence and other materials relating to Computer Science Technology including hardware configurations, operating systems, software types and purposes, and data communications equipment and network types and purposes too broad to file under specific subject listed below.) Note: Does not include reference material.</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>		
16	<p>6630-1 Hardware</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>		
17	<p>6630-2 Software</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>		
18	<p>6630-3 Data Communications</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>		
19	<p>6640 Equipment, Services and Other Products (Includes general correspondence relative to administering the selection and acquisition activities for ADP equipment, software, services and supplies. Includes all material not maintained in the procurement file under 6310 or 6320.)</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>		
20	<p>6640-1 Sharing Programs (Includes records on availability and use of equipment, services and other products other than by lease or purchase, Federal Government sharing programs, and GSA Sharing Coordination- Form 2068.)</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>		
21	<p>6640-1-1 Cooperative Agreements</p> <p>All offices: Retain records in office. Destroy 3 years after agreement expires or terminates.</p>		

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22	<p>6640-2 Selection and Acquisition (Correspondence, requests and approvals for proposed lease or purchase. Includes hardware, software, data communications, services, and supplies.)</p> <p>All offices: Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.</p>		
23	<p>6650 Reports (Includes reports required by GSA, OMB, and USDA.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FRC when 3 years old. Destroy when 10 years old.</p> <p>b. Other offices: Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>6660 Training and Information Services (Includes material on computer related training and information services.)</p>		
24	<p>6660-1 Training (Includes in-house, Fort Collins Computer Center, and outside courses, techniques, requests for training materials, and scheduling.)</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>		
25	<p>6660-2 Information Services (Includes correspondence only. Does not include reference aids.)</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>		
26	<p>6670 Liaison Activities (Correspondence regarding coordination activities, contacts, meetings, and user relations within Forest Service, with USDA, other Federal or State bodies, and industry.)</p> <p>All offices: Transfer records to FRC when 2 years old or retain records in office. Destroy when 5 years old.</p>		

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7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	6680 Processing Support and Operations		
27	6680-1 Processing Support (Correspondence regarding production furnished to functional users by ADP units. Includes services and procedures.) All offices: Retain records in office. Destroy when 3 years old.		
28	6680-2 Operations (Includes utilization, performance, equipment maintenance (except contracts), scheduling, data management, program library, and application support.) All offices: Retain records in office. Destroy when 3 years old.		
29	6680-2-1 Data Retention Schedules All offices: Retain records in office. Destroy when 4 months old.		
30	6680-2-2 Central Computer Sites (Includes correspondence relative to the operations at central computer sites; e.g., Fort Collins Computer Center, Regional Centers, and batch Remote Job Entry sites.) All offices: Retain records in office. Destroy 2 years after equipment is discontinued.		