REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK

DATE RECEIVED: APR 25 1974

JOB NO: NC 174-215

DATE APPROVED:

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the disposal request, including amendments, is approved except for items that may be marked "disposal not approved" or "withdrawn" in column 10.

8-5-74
Date

James B. Rhoads
Archivist of the United States

1 GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

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

3 MAJOR SUBDIVISION
Forest Service

4 MINOR SUBDIVISION
Division of Administrative Services

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

6 TEL. EXT.
447-6101

7 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 described on this Request of 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4-19-74
(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
	This retention and disposal schedule covers all program records of the Research Administration. It supersedes all previous schedules relating to Forest Service research programs. Forest Service research is under the overall planning, direction, and coordination of the Deputy Chief for Research. The research program is organized for the most part under the management of Directors of Regional Forest and Range Experiment Stations; the Forest Products Laboratory at Madison, Wisconsin; and the Institute of Tropical Forestry in Puerto Rico. Some research is done in Washington, D.C., and Beltsville, Maryland, under the administrative direction of the Washington Office Research divisions.		

STANDARD FORM 115
Revised July 1967
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-104

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	Disposition Years: WO	R & RS	All Other	To FRC	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	4000 Research						
1.	1 General Correspondence	P	3	3	-		
2.	2 Statistical Methods	-	10	-	3		
	4040 Cooperation						
3.	1 Cooperative Agreements (Research agreements with universities, colleges, institutions, and organization arms of the Forest Service; including reports.)	P	25 +	25 +	3		
4.	2 Contracts and Grants (Public Laws 480, 733, 106, and 934 Programs. Folder by country or organization and study, dividing studies into pending, approved, and rejected; including reports.)	P	25 +	25 +	3		
5.	3 Interagency Agreements (Case folders as needed.)	P	25 +	25 +	3		
6.	4050 Research Programs	P	10	10	3		
7.	1 Policy (General guidelines for formulation of Research Programs not directly related to specific functional responsibilities, e.g. overall policy.)	P	10	10	3		
8.	2 Program Formulation and Planning (Guidelines for overall program formulation and planning.)	P	10	10	3		

Standard Form No. 115a
Promulgated by
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9.	2-1 Projects (Includes overall Research Work Units, Pioneering Research Work Units, Multifunctional Research Work Units, etc.)	P	10	10	3		
10.	2-2 Long Range Planning for Forestry Research	P	10	10	3		
11.	3 Application for Research Results (Overall guidelines.)	P	10	10	3		
12.	4 Program Reporting (Overall guidelines)	P	10	10	3		
13.	5 Program Review (General guidelines for specific servicewide policy.)	P	10	10	3		
14.	4060 Research Facilities (Do not use when correspondence concerns a specific building or related structure as covered under 7300.)	3	3	3	-		
15.	1 Construction (Does not include material filed under 6320 Contract mg.)	See Note +	+	+	+		NOTE: Retain in current files as long as facility is in use; then transfer to FS history file as applicable. Destroy remainder.
16.	2 Experimental Forests and Ranges	See Note +	+	+	+		
17.	3 Research Natural Areas	See Note +	+	+	+		
18.	4 Equipment (Retain while in active use.)	-	3	3	-		
	4100 Timber Management Research						
19.	1 General Correspondence	P	3	3	-		
20.	2 Inquiries	½	½	½	-		

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	4110 Programs						
21	1 Program Formulation (Set up individual folders, as needed, for specific programs such as silviculture, forest measurements and management planning, genetics, timber-related forest crops and environmental tree culture.)	10	10	10	3		
22	Dendrology	25	-	-	3		
23	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, Research, Development, and Application Programs, including descriptions.)	10	10	10	3		
24.	1-2 Problem Analysis	-	10	10	3		
25.	1-3 Study Plans	-	10	10	3		
26.	2 Reports	P	10	10	3		
	4200 Range and Wildlife Habitat Ecology and Management Research						
27.	1 General Correspondence	P	3	3	-		
28.	2 Inquiries	½	½	½	-		
	4210 Programs						
29.	1 Program Formulation (Set up individual folders, as needed, for specific programs such as taxonomy, ecology, physiology, forage values,	10	10	10	3		

REQUEST FOR AUTHORITY TO [illegible]SE OF RECORDS—Continuation Sheet

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	Disposition Years: SO	R & ES	All Other	To FRC	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	4210 Programs (Cont.)						
	measurement, sampling, design, techniques, livestock range management, wildlife habitat management, range-[illegible] relations, and range-pest [illegible]nse)						
30.	1-1 Research [illegible]. (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	3		
31.	1-2 Problem Analysis	-	10	10	3		
32.	1-3 Study Plans	-	10	10	3		
33.	2 Reports	P	10	10	3		
	4300 Watershed Management Research						
34.	1 General Correspondence	P	3	3	-		
35.	2 Inquiries	½	½	½	-		
	4310 Programs						
36.	1 Program Formulation (Set up individual folders, as needed, for specific programs such as classification Methods, damage prevention, erosion, hydrology, measurements, rehabilitation, and water yield improvement.)	10	10	10	3		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	Disposition Years: WO	R & ES	All Other	To FRC	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	4310 Programs (Cont.)						
37.	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	3		
38.	1-2 Problem Analysis	-	10	10	3		
39.	1-3 Study Plans	-	10	10	3		
40.	2 Reports	P	10	10	3		
	4400 Forest Fire and Atmospheric Sciences Research						
41.	1 General Correspondence	P	3	3	-		
42.	2 Inquiries	½	½	½	-		
	4410 Programs						
43.	1 Program Formulation (Set up individual folders, as needed, for specific programs such as forest fire science, atmospheric science, and fire control technology.)	10	10	10	3		
44.	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	3		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	Disposition Years: WO	R & ES	All Other	To FRC	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	4410 Programs (Cont.)						
45.	1-2 Problem Analysis	-	10	10	3		
46.	1-3 Study Plans	-	10	10	3		
47.	2 Reports	P	10	10	3		
	4500 Forest Insect Research						
48.	1 General Correspondence	P	3	3	-		
49.	2 Inquiries	½	½	½	-		
	4510 Programs						
50.	1 Program Formulation (Set up individual folders, as needed, for specific programs such as control methods, insect identification, insect survey techniques, and forest insects.)	10	10	10	3		
51.	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	3		
52.	1-2 Problem Analysis	-	10	10	3		
53.	1-3 Study Plans	-	10	10	3		
54.	2 Reports	P	10	10	3		

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	Disposition Years: SO	R & ES	All Other	To FRC	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	4600 Forest Disease Research						
55	1 General Correspondence	P	3	3	-		
56.	2 Inquiries	½	½	½	-		
	4610 Programs						
57	1 Program Formulation (Set up individual folders, as needed, for specific programs such as control, diseases of forest products, diseases of forest trees, fungus identification, and survey techniques.)	10	10	10	3		
58.	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	3		
59.	1-2 Problem Analysis	-	10	10	3		
60.	1-3 Study Plans	-	10	10	3		
61.	2 Reports	P	10	10	3		
	4700 Forest Products and Engineering Research						
62.	1 General Correspondence	P	3	3	-		
63	2 Inquiries	½	½	½	-		

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	4710 Utilization Programs						
64.	1 Program Formulation (Set up individual folders, as needed, for specific programs such as anatomy, chemistry, composition boards, construction, containers, etc.)	10	10	10	3		
65.	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Developmente and Application Programs, incéuding descriptionse)	10	10	10	3		
66.	1-2 Problem Analysis	-	10	10	3		
67.	1-3 Study Plans	-	10	10	3		
68.	2 Reports	P	10	10	3		
	4720 Engineering Programs						
69.	1 Program Formulation (Set up individual folders, as neededę for specific programs, including system engineering techniques.)	10	10	10	3		
70.	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Researche Developmente and Application Programs, including descriptions.)	10	10	10	3		

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	4720 Engineering Programs (Cont.)						
71.	1-2 Problem analysis	-	10	10	3		
72.	1-3 Study Plans	-	10	10	3		
73.	2 Reports	P	10	10	3		
	4800 Forest Economics and Marketing Research						
74.	1 General Correspondence	P	3	3	-		
75.	2 Inquiries	½	½	½	-		
76.	4810 Forest Survey Programs (Including inventories, techniques, and timber cut.)	25	25	10	3		
77.	1 Program Formulation (Set up individual folders, as needed, for specificrprograms.)	25	25	10	3		
78.	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	-	25	10	[illegible]		
79.	1-2 Problem Analysis	-	25	10	3		
[illegible]	1-3 Study Plans	-	25	10	3		
[illegible]	2 Reports	P	25	10	3		

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7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	Disposition Years: WO	R & ES	All (Other)	To FRC	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
	4820 Forest Economics and Marketing Programs						
82.	1 Program Formulation (Set up individual folders, as needed, for specific programs.)	10	10	10	3		
83.	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs Research and Development Programs, and Research, Development, and Application Programs, including descriptions.)	10	10	10	3		
84.	1-2 Problem Analysis	-	10	10	3		
85.	1-3 Study Plans	-	10	10	3		
86.	2 Reports	P	10	10	3		
	4900 Forest Recreation and Related Amenities Research						
87.	1 General Correspondence	P	3	3	-		
88.	2 Inquiries	½	½	½	-		
	4910 Programs						
89.	1 Program Formulation (Set up individual folders, as needed, for specific programs such as economics, facilities, resources, and uses)	10	10	10	3		

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7 ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	Disposition Years: WO	R & ES	All Other	To FRC	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
	4910 Programs (Cont.)						
90.	1-1 Research Work Units (Including Pioneering Research Work Units, Multifunctional Research Work Units, Multi-Project Programs, Research and Development Programs, and Research, Development and Application Programs, including descriptions.)	10	10	10	3		
91.	1-2 Problem Analysis	-	10	10	3		
92.	1-3 Study Plans	-	10	10	3		
93.	2 Reports	P	10	10	3		

All changes made on this disposition request are made with the approval of Mr. W. F. Nies, F.S. Records Officer.

J. L. W.
July 1974

Form series, including original, to be submitted to the National Archives

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