

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

*15 copy
NCD*

LEAVE BLANK	
DATE RECEIVED MAR 16 1976	JOB NO NC1 - 95-76 - 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	
Date 6-2-76	Archivist of the United States <i>James R. [Signature]</i>

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

3/9/76
(Date)

[Signature]

(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 Forest Service committee management officer is the Deputy Chief for Administration. The staff work is provided by the Administrative Management Staff, Organization and Programs Group, in the Washington Office. Each Regional Forester, Station Director, and Area Director is responsible for designating a committee management officer for his respective unit to maintain control over the committee management program.</p> <p>This schedule covers committee records under the 1350 file designation in Washington and field offices of the Forest Service. It supersedes job number NN-171-70 approved on July 1, 1971.</p> <p>1350 Committees (Includes general correspondence and summary reports.)</p> <p>All offices (Washington and Field): Retain records in office. Destroy when 3 years old.</p>		
2	<p>1350-1 Statutory Committees (Records regarding committees established by Federal law. It may be an advisory committee or interagency committee.)</p>		

*Copy to Agency 6-3-76
Copies to all FARC's 6-8-76*

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
2 (Cont.)	<p>If Forest Service was responsible for providing support services and designating a central location for the assembling and maintenance of the reports, records, and other papers of the committee:</p> <p>a. Office or official designated to maintain records for the committee: <u>PERMANENT</u> - Transfer records to the Federal Archives and Records Center 3 years after termination of the committee. Offer records to the National Archives and Records Service 10 years after termination of the committee.</p> <p>b. All other offices (Washington and Field): Duplicate records. Retain records in office. Destroy 3 years after termination of the committee.</p> <p>If another agency was responsible for providing support services, etc., for the committee:</p> <p>c. All offices (Washington and Field): Duplicate records. Retain records in office. Destroy 3 years after termination of the committee.</p> <p>1350-2 Advisory Committees (Records regarding advisory committees established or utilized by the President or a Government official. Includes any committee, subcommittee, board, commission, council, conference, panel, task force, or similar group, subgroup, or body which is not composed wholly of full-time officers or employees of the Federal Government and which is established or utilized in the interest of obtaining advice or recommendations for one or more agencies or officers of the Federal Government. Also includes advisory committees established by the Department or Forest Service at the discretion of the Secretary.) See items 3 and 4 for disposition instructions.</p>		
3	<p>1350-2-1 National (Committees operating on a national basis.)</p> <p>If Forest Service was responsible for providing support services and designating a central location for the assembling and maintenance of the reports, records, and other papers of the advisory committee:</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
3 (Cont.)	<p>a. Office or official designated to maintain records for the committee: <u>PERMANENT</u> - Transfer records to the Federal Archives and Records Center 3 years after termination of the committee. Offer records to the National Archives and Records Service 10 years after termination of the committee.</p> <p>b. All other offices (Washington and Field): Duplicate records. Retain records in office. Destroy 3 years after termination of the committee</p> <p>If another agency was responsible for providing support services, etc., for the advisory committee:</p> <p>c. All offices (Washington and Field): Duplicate records. Retain records in office. Destroy 3 years after termination of the committee.</p>		
4	<p>1350-2-2 Regional</p> <p>If Forest Service was responsible for providing support services and designating a central location for the assembling and maintenance of the reports, records, and other papers of the advisory committee:</p> <p>a. Office or official designated to maintain records for the committee: <u>PERMANENT</u> - Transfer records to the Federal Archives and Records Center 3 years after termination of the committee. Offer records to the National Archives and Records Service 10 years after termination of the committee.</p> <p>b. All other offices (Washington and Field): Duplicate records. Retain records in office. Destroy 3 years after termination of the committee.</p> <p>If another agency was responsible for providing support services, etc., for the advisory committee:</p> <p>c. All offices (Washington and Field): Duplicate records. Retain records in office. Destroy 3 years after termination of the committee.</p>		

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5	<p>1350-3 Interagency Committees (Committees made up wholly of full-time Government officers or employees of more than one department or agency.)</p> <p>If the committee was sponsored by Forest Service:</p> <p>a. Office or official designated to maintain records for the committee: Retain records in office. Destroy 3 years after termination of the committee.</p> <p>b. All other offices (Washington and Field): Duplicate records. Retain records in office. Destroy when use ceases or upon termination of the committee.</p> <p>If another department or agency sponsored the committee:</p> <p>c. All offices (Washington and Field): Duplicate records. Retain records in office. Destroy when use ceases or upon termination of the committee.</p>		
6	<p>1350-4 Departmental Committees (Committees composed exclusively of representatives of two or more agencies of the Department of Agriculture.)</p> <p>If the committee was sponsored by Forest Service:</p> <p>a. Office or official designated to maintain records for the committee: Retain records in office. Destroy 3 years after termination of the committee.</p> <p>b. All other offices (Washington and Field): Duplicate records. Retain records in office. Destroy when use ceases or upon termination of the committee.</p> <p>If another agency sponsored the committee:</p> <p>c. All offices (Washington and Field): Duplicate records. Retain records in office. Destroy when use ceases or upon termination of the committee.</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
7	<p>1350-5 Agency Committees (Committees composed exclusively of Forest Service employees.)</p> <p>a. Office or official designated to maintain records for the committee: Retain records in office. Destroy 3 years after termination of the committee.</p> <p>b. All other offices (Washington and Field): Duplicate records. Retain records in office. Destroy when use ceases or upon termination of the committee.</p>		
8	<p>1350-6 Liaison Membership (Records maintained by Forest Service representative on external organizations.)</p> <p>Forest Service representatives (Washington and Field): Retain records in office. Destroy 6 months after assignment has been completed or termination of the committee.</p>		
9	<p>Duplicate case files maintained by Washington and field committee management officers.</p> <p>Retain records in office. Destroy 3 years after termination of the committee.</p>		