

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

1st draft NED

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK
JOB NO. NC 1-95-78-1
DATE RECEIVED 11 NOV 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<i>11-17-77</i> <i>James E. O'Neill</i> Date <i>Acting</i> Archivist of the United States

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

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION
Programs and Legislation
~~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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8-24-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>W. F. Hice</i>	E. TITLE Records Management Officer
---------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>The Deputy Chief for Programs and Legislation is responsible for initiating and coordinating action on legislative and congressional matters for the Forest Service. Staff work is provided by the Legislative Affairs Staff in the Washington Office. This staff serves as consultant and adviser on all legislative matters pertaining to Forest Service programs. Each Washington Office staff director shares responsibility for legislative matters in his particular field and assists in obtaining needed information in connection with actions and recommendations.</p> <p>This schedule covers records under the "1510 Legislation" file designation in Washington and field offices of the Forest Service. It supersedes the 1510 items in Job Number NN-166-136 approved in March 1966. Records will be maintained and destroyed on a calendar year basis in accordance with retention periods stated in this schedule.</p> <p>1510 Legislation (Includes correspondence and general material not covered by a specific secondary subject.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC 2 years after file is closed or retain records in office. Destroy 5 years after file is closed.</p>		

115-102 sent to agency all FRC's, NCA, NMF - 11/21/77

16 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
	<p>b. All other offices (Field Units): Retain records in office. Destroy 3 years after file is closed.</p>		
2	<p>1510-1 Bills (Bills affecting Forest Service program activities, legislative reports, and related records. Folders filed chronologically by House and Senate Bill number.)</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed. Destroy 10 years after file is closed. (NOTE: See Item 3a for disposition of Bill files selected and identified as having continuing value to the Forest Service.)</p> <p>b. All other offices (Field Units): Retain records in office. Destroy 3 years after file is closed.</p>		
3	<p>1510-1-1 Bills Identified as Having Continuing Value to the Forest Service (Files will be selected on basis of significance and impact of legislation on Forest Service programs and basic authorities. Includes legislative reports, correspondence, and related records.)</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed. Destroy 100⁷⁵ years after file is closed.</p> <p>b. All other offices (Field Units): Not applicable.</p>		
4	<p>1510-2 Forest Service Legislative Program and Proposals (Includes proposals recommended by Forest Service for inclusion in the Department's (USDA) proposed legislative program, copies of proposals submitted by field units, and related correspondence.)</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed. Destroy 10 years after file is closed. (NOTE: See Item 5a for disposition of legislative program and proposals files selected and identified as having historical or continuing value to the Forest Service.)</p> <p>b. All other offices (Field Units): Retain records in office. Destroy 3 years after file is closed.</p>		

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
5	<p>1510-2-1 Legislative Program and Proposals Identified as Having Historical or Continuing Value to the Forest Service (Includes correspondence, proposals, and related records. Files will be selected on basis of significance and impact of legislation on the program. Files arranged chronologically. <u>NOTE</u>: All copies of Bills will be removed from folders before transferring records to FARC.)</p> <p>a. Washington Office: <u>PERMANENT</u> - Transfer records to FARC 2 years after file is closed. Offer records to the National Archives and Records Service 10 years after file is closed. Annual accumulation - 2 cu. ft.</p> <p>b. All other offices (Field Units): Not applicable.</p>	<p><i>by the Forest Service</i></p>	<p><i>W.P.</i></p>
6	<p>1510-3 Other Executive Legislative Proposals (Includes proposals prepared by other Departments which are submitted to Forest Service for review and comment, and related correspondence.)</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed. Destroy 10 years after file is closed.</p> <p>b. All other offices (Field Units): Not applicable.</p>		
7	<p>1510-4 Congressional Briefings, Oversight Hearings and Investigations (Includes correspondence, testimonies, transmittal letters, reports, and related documents.)</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed. Destroy 10 years after file is closed.</p> <p>b. Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC 2 years after file is closed or retain records in office. Destroy 5 years after file is closed.</p> <p>c. All other offices (Field Units): Retain records in office. Destroy 3 years after file is closed.</p>		
8	<p>1510-5 Drafting Services (Includes requests for drafting service, legislative drafts and transmittal letters, and related correspondence. <u>NOTE</u>: Final drafting of proposed legislation will be performed in the Washington Office only. If the proposed legislation is subsequently introduced in the House or Senate, the records will be transferred to a case folder and filed under 1510-1 (Item 2).)</p>		

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
8 (Cont'd)	a. Washington Office: Transfer records to FARC 2 years after file is closed. Destroy 10 years after file is closed. b. All other offices (Field Units): Retain records in office. Destroy 3 years after file is closed.		
9	1510-6 Congressional Liaison (Records of contacts with Congress (individual members of the House and Senate), including committees, and informational copies of replies to congressional requests which were referred to Washington Office staffs or field units for reply.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.		
10	1510-7 State Legislation (Records relative to State legislative proposals, testimonies given by Forest Service representatives regarding Forest Service activities, and related correspondence.) All offices (Washington and Field Units): Retain records in office. Destroy when reference value ceases. Do not send records to FARC.		

APPRAISAL REPORT ON DISPOSITION OF RECORDS

DATE 11-11-77

JOB NUMBER NCI-95-78-1

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE IT DOES (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS TO WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

All items except item 5.

GENERAL ACCOUNTING OFFICE CONCURRENCE

SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

Item 5.

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

SIGNATURE OF APPRAISER

Sammy M. Collins

14/5/77

DATE 11-11-77

SECTION VI - APPROVAL/CONCURRENCES

APPROVAL	DIRECTOR, RECORDS DISPOSITION DIVISION <i>Carmelita S. Ryan</i>	DATE 11/15/77
CON- CURRENCES	NNF <i>Jane F. Smith</i>	DATE 11-17-77
		DATE
		DATE

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS:

INTRASERVICE MEMORANDUM AND ENDORSEMENT

SUBJECT OR TRANSACTION

Schedules for Forest Service Records

FROM

TO

DATE AND MESSAGE

NWF NCD

9-6-77. I concur in Dr. Pinkett's attached comments regarding these two draft schedules for the Forest Service.

I agree with NWF N that the land adjustment records covered by item 6a do not have sufficient research value to warrant permanent preservation, especially at an annual accumulation rate of 32 sq. ft. Item 23b(1) likewise seems to be of marginal value.

The retention period for item 3a (records re legislation) is unrealistic and I hope that NCD will not accept it. A 100 year retention period is merely a device for postponing decision on how long the records do have administrative value.

Jane F. Smith

INTRASERVICE MEMORANDUM AND ENDORSEMENT

SUBJECT OR TRANSACTION

Schedules for Forest Service Records

FROM

TO

DATE AND MESSAGE

NNFN NNF

9-6-77.

Land Adjustment Records:

Item 6a - I don't think that this record possesses sufficient research value to merit permanent retention. I would recommend retention of item 4 (Washington Office only) as probably having more research value.

Item 23 b (1) - I think that these records have only long-term value for legal and administrative purposes. Their research value seems rather marginal. Basic conveyance documentation is retained by item 8a.

Records Re Legislation:

Item 3a - Retention period seems excessive for administrative purposes.

Item 3a - This item should seem to include adequate records for research relating to legislative proposals affecting the Service.

H. J. Pinkett

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE: August 31, 1977

National Archives and Records Service

Washington, DC 20408

REPLY TO
ATTN OF: NCD

SUBJECT: USDA--Forest Service, Draft Schedules for Legislation and Landownership
Adjustment Records

TO: Director, NCD
Director, NNF

The Forest Service, Department of Agriculture, requests approval of records control schedules for their legislative and land adjustment records.

Item 5, Legislative Program and Proposals Files, in the Legislative schedule documents the important legislative programs and proposals of the Forest Service and should be kept permanently. Forest Service has agreed to remove all of the copies of bills from these files. In a telephone conversation in early July, Dr. Pinkett agreed with this recommendation. Since the Office of Management and Budget legislative history files document an agency's legislative history, all of the other files in this schedule are disposable.

The proposed landownership adjustment schedule lowers the retention of many of these series from permanent to 25 years (NN166-136). The Forest Service will remove the permanent items in the various case files--abstracts, title insurance policies, and affidavits--when the case files are destroyed and will set up a new conveyance file or mini-case files to retain these records. (23b(1))

Item 6a, Plans; Item 8a Legal records, item 23b(1) conveyance files, and item 29a reports, all document the Forest Service's role in acquiring and managing lands for the Federal government; I recommend that these files be kept permanently. Although some of the reports in item 29a are summarized in the Chief's Annual report (item 1380), I recommend that NARS retain both permanently since the reports contain detailed information not found in the annual report.

I recommend that we approve these disposition requests.

Sammy Collins

SAMMYE COLLINS
Records Disposition Division

November 11, 1977

I had several conversations with the Forest Service to get them to reduce the retention period for item 3, Bills Identified as Having Continuing Value to the Forest Service, from 100 years to either 25 or 50 years, but they refused to lower the retention below 75 years. The Archives has previously accessioned these records. FS has 3 cu. ft. now, and the records will accumulate @ 1 cu. ft./yr.

1 Keep Freedom in Your Future With U.S. Savings Bonds

Mrs. Collins has been advised by NNF that NARS has not accessioned such FS files of bills. H.J.P.



**GENERAL SERVICES ADMINISTRATION
ROUTING SLIP**

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL					
1.						<div style="font-size: 2em; font-family: cursive;">NMF</div> <div style="font-size: 2em; font-family: cursive;">NCD</div>					
2.											
3.											
4.											
5.											

- | | | |
|---|---|---|
| <input type="checkbox"/> ALLOTMENT SYMBOL | <input type="checkbox"/> HANDLE DIRECT | <input type="checkbox"/> READ AND DESTROY |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> IMMEDIATE ACTION | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> INITIALS | <input type="checkbox"/> SEE ME |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> NECESSARY ACTION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> CORRECTION | <input type="checkbox"/> NOTE AND RETURN | <input type="checkbox"/> YOUR COMMENT |
| <input type="checkbox"/> FILING | <input type="checkbox"/> PER OUR CONVERSATION | <input type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> FULL REPORT | <input type="checkbox"/> PER TELEPHONE CONVERSATION | <input type="checkbox"/> |
| <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ | | |
| <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____ | | |

REMARKS

For your informal approval.
Please see attached comments
JJS
9-6-77

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMBOL		BUILDING, ROOM, ETC.			
Sammy Collins						NCD					
						TELEPHONE		DATE			
						724-1027		8-31-77			

1st draft

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
DATE RECEIVED	
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	
Date	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3-25-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>W. F. Hice</i>	E. TITLE Records Management Officer
--------------------	--	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>The Deputy Chief for Programs and Legislation is responsible for initiating and coordinating action on legislative and congressional matters for the Forest Service. Staff work is provided by the Legislative Affairs Staff in the Washington Office (WO). This staff serves as consultant and adviser on all legislative matters pertaining to Forest Service programs. Each WO staff director shares responsibility for legislative matters in his particular field and assists in obtaining needed information and data in connection with actions and recommendations.</p> <p>This schedule covers records under the "1510 Legislation" file designation in Washington and field offices of the Forest Service. It supersedes the 1510 items in Job Number NN-166-136 approved in March 1966.</p> <p>Records will be maintained and disposed on a calendar year basis in accordance with retention periods stated in this schedule.</p> <p>1510 Legislation (Includes correspondence and general material not covered by a specific secondary subject.)</p> <p>a. Washington Office, Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC 2 years after file is closed or retain records in office. Dispose 5 years after file is closed.</p>		

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>b. All other offices (Field Units): Retain records in office. Dispose 3 years after file is closed.</p>		
2	<p>1510-1 Bills (Bills affecting Forest Service program activities, legislative reports, and related records. Folders filed chronologically by House and Senate Bill number.)</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed. Dispose 10 years after file is closed. (NOTE: See Item 3a for disposition of Bill files selected and identified as having historical or continuing value to the Forest Service.)</p> <p>b. All other offices (Field Units): Retain records in office. Dispose 3 years after file is closed.</p>		
3	<p>1510-1-1 Bills Identified as Having Historical or Continuing Value to the Forest Service (Files will be selected on basis of significance and impact of legislation on Forest Service programs and basic authorities.)</p> <p>a. Washington Office: <u>PERMANENT</u> - Transfer records to FARC 2 years after file is closed. Offer records to the National Archives and Records Service 10 years after file is closed.</p> <p>b. All other offices (Field Units): Not applicable.</p>	FS Records Retention Plan, Part II, Item 21	
4	<p>1510-2 Forest Service Legislative Program and Proposals (Includes proposals recommended by Forest Service for inclusion in the Department's (USDA) proposed legislative program, copies of proposals submitted by field units, and related correspondence.)</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed. Dispose 10 years after file is closed. (NOTE: See Item 5a for disposition of legislative program and proposals files selected and identified as having historical or continuing value to the Forest Service.)</p> <p>b. All other offices (Field Units): Retain records in office. Dispose 3 years after file is closed.</p>		

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
5	<p>1510-2-1 Legislative Program and Proposals Identified as Having Historical or Continuing Value to the Forest Service (Files will be selected on basis of significance and impact of legislation on the program.)</p> <p>a. Washington Office: <u>PERMANENT</u> - Transfer records to FARC 2 years after file is closed. Offer records to the National Archives and Records Service 10 years after file is closed.</p> <p>b. All other offices (Field Units): Not applicable.</p>		
6	<p>1510-3 Other Executive Legislative Proposals (Includes proposals prepared by other Departments which are submitted to the Forest Service for review and comment, and related correspondence.)</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed. Dispose 10 years after file is closed.</p> <p>b. All other offices (Field Units): Not applicable.</p>		
7	<p>1510-4 Congressional Briefings, Oversight Hearings and Investigations</p> <p>a. Washington Office: Transfer records to FARC 2 years after file is closed. Dispose 10 years after file is closed.</p> <p>b. Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC 2 years after file is closed or retain records in office. Dispose 5 years after file is closed.</p> <p>c. All other offices (Field Units): Retain records in office. Dispose 3 years after file is closed.</p>		
8	<p>1510-5 Drafting Services (Includes requests for drafting service, legislative drafts and transmittal letters, and related correspondence. NOTE: Final drafting of proposed legislation will be performed in the Washington Office only. If the proposed legislation is subsequently introduced in the House or Senate, the records will be transferred to a case folder and filed under 1510-1 (Item 2).)</p>		

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
8 (Cont'd)	a. Washington Office: Transfer records to FARC 2 years after file is closed. Dispose 10 years after file is closed. b. All other offices (Field Units): Retain records in office. Dispose 3 years after file is closed.		
9	1510-6 Congressional Liaison (Records of contacts with Congress (individual members of the House and Senate), including committees, and informational copies of replies to Congressional requests which were referred to Washington Office staffs or field units for reply.) All offices (Washington and Field Units): Retain records in office. Dispose when 3 years old.		
10	1510-7 State Legislation (Records relative to State legislative proposals, testimonies given by Forest Service representatives regarding Forest Service activities, and related correspondence.) All offices (Washington and Field Units): Retain records in office. Dispose when reference value ceases.		

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

P.O. Box 2417
Washington, DC 20013

REPLY TO: 6230 Records Disposition

March 25, 1977

SUBJECT: SF-115, Request for Records Disposition Authority



TO: Walter W. Stender
Assistant Archivist
National Archives and Records Service
General Services Administration

Enclosed for your review and approval is a records control schedule for records concerning Forest Service relations with Congress on legislative matters. These records are currently covered in the Forest Service comprehensive records control schedule, NN-166-136, and in Parts I and II of the Records Retention Plan.

The 1510 primary subject designation has been changed from "Congress" to "Legislation." Additional secondary and tertiary subjects have been included to eliminate the volume of permanent records now retained at the Washington Office level and to reduce the retention period on records at field units.

Your representative may contact me or Carolyn Brooks on 447-6101 if there are any questions regarding this proposed schedule.

W. F. NICE
Records Management Officer

Enclosure