

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

1st draft NED

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

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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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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
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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
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
	b. All other offices (Field Units): Retain records in office. Destroy 3 years after file is closed.		
2	1510-1 Bills (Bills affecting Forest Service program activities, legislative reports, and related records. Folders filed chronologically by House and Senate Bill number.) 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.) b. All other offices (Field Units): Retain records in office. Destroy 3 years after file is closed.		
3	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.) a. Washington Office: Transfer records to FARC 2 years after file is closed. Destroy 100 ⁷⁵ years after file is closed. b. All other offices (Field Units): Not applicable.		
4	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.) 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.) b. All other offices (Field Units): Retain records in office. Destroy 3 years after file is closed.		

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>	<i>by the Forest Service</i>	<i>W.P.</i>
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)	<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): Retain records in office. Destroy 3 years after file is closed.</p>		
9	<p>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.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p>		
10	<p>1510-7 State Legislation (Records relative to State legislative proposals, testimonies given by Forest Service representatives regarding Forest Service activities, and related correspondence.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when reference value ceases. Do not send records to FARC.</p>		