

NCO

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI 95 78 3
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	12-22-77
Signature	James E. O'Neill
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~~
Lands

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 10 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 	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
	<p>The Chief of Forest Service, acting under broad Department policies and in accordance with delegated authority, is responsible for prescribing overall Forest Service policies and procedures for land adjustments. The Deputy Chief in charge of National Forest System and personnel of the Lands Staff comprise the staff organization for this activity in the Washington Office. Regional Foresters, Forest Supervisors, and District Rangers are responsible for meeting the objectives and carrying out an active program of land adjustment at field units.</p> <p>The landownership adjustment program includes those activities or functions in connection with National Forests, Land Utilization (LU) Projects, and other land management units administered by the Forest Service, relative to acquiring lands or interests in lands and rights-of-way; disposals except those under the mining laws; exchanging lands; reconveying lands erroneously acquired; handling claims to title to Government lands in these units; and identifying and marking the boundaries of National Forests and other Government lands, except the technical phase of this job.</p> <p>This schedule covers land adjustment records in Washington and field units. It supersedes items and retention periods for 2730 and 5400 thru 5490 in Job Number NN-166-136.</p>		59 items

115-107 mailed to All FACC, NNF, NNB & Agency
12-23-77 mgj