

NCD

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 95 78 2
DATE RECEIVED	6 DEC 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	<i>2-24-78</i> <i>James B. [Signature]</i> 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~~ *Systems Management*

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 13 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<i>W. F. Hice</i>	Records Management Officer		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
1	<p>This schedule applies to records under the 6600 series normally kept in office files. It supersedes job number NC-95-75-2 approved on November 19, 1975.</p> <p>The Computer Systems Application (CSA), Computer Technology (CT), and Data Management (DM) Staffs in the Washington Office have the immediate overall responsibility for directing the computer science program. Regional Foresters, Station Directors, and Area Directors are responsible for meeting the objectives and maintaining the program at field units.</p> <p>6600 Systems Management</p> <p>6600-1 Coordination and Plans (Files consisting of general correspondence relating to systems coordination, long- and short-range plans, and budget estimates.)</p> <p>a. Washington Office: Transfer records to FARC 3 years after file is closed or after plan is superseded or obsolete. Destroy 10 years after file is closed or after plan is superseded or obsolete.</p> <p>b. Regional Offices, Experiment Stations, and Area Offices: Transfer records to FARC 2 years after file is closed or after plan is superseded or</p>		NC-95-75-2 Items 4 & 5	

145-107
Sent to agency, all FRC's, NCW, NNB, NNR, & NNM - 2/28/78

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

68 items