

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| JOB NO | | | |
| NCI 25 78 3 | | | |
| DATE RECEIVED | | | |
| 18 JAN 1978 | | | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | | | |
| 3-3-78 | | <i>James B Rhoads</i> | |
| 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 *Human Resource Program*

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 11 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 1-16-78 | 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 |
|------------|---|----------------------|------------------|
| | <p>This retention and disposal schedule covers records relative to Forest Service participation in the Youth Conservation Corps program and the Job Corps Civilian Conservation Centers program. The objective is to improve the welfare of underprivileged members of society, enhance the quality of life in America by benefiting both the human and natural resources, and expand public understanding of environmental conservation.</p> <p>At the National level, these programs are assigned to the Deputy Chief for Administration. Staff responsibilities are assigned to the Director of Human Resource Programs who administers and coordinates the Forest Service programs.</p> <p>Items 1 through 24 apply to records relative to Youth Conservation Corps (YCC) which are maintained under the 1840 file designation. The YCC program is administered jointly by the Department of Interior, Office of Manpower Training and Youth Activities, and the Department of Agriculture, Forest Service. Each Department is responsible for the administration of its own program within the policies and procedures described in the Intra-Departmental Youth Conservation Corps Memorandum of Understanding.</p> | | |

115-107
*to agency, NNB, NNF, NCH & all
RC's - 3/4/78*

57 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 |
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| 1 | <p>Each Regional Forester, Station Director, and Area Director is responsible for the YCC program within his respective unit. The Forest Supervisor, through his District Ranger or Camp Director, is responsible for the management and operation of projects located on his Forest. The Project or Camp Director is responsible for all project activities, including the supervision of staff personnel and enrollees.</p> <p>The records created during the camp term (from a minimum of 28 days to a maximum of 90 days) are closed out at the termination of the session and sent to the Forest Supervisor's Office where they are retained for the remainder of the retention period.</p> <p>Items 25 through 44 apply to records relative to the Job Corps Civilian Conservation Centers which are maintained under the 1850 file designation. The Department of Labor provides leadership and overall direction and guidance for the administration of this nationwide training program.</p> <p>Each Regional Forester is responsible for the program within his region. The Forest Supervisor, through the Center Director, is responsible for the management and operation of centers located on his Forest. The Center Director is responsible for the conduct of all center operations.</p> <p>1840 Youth Conservation Corps (YCC)</p> <p>1840-1 Environmental Work-Learning Program (Files consisting of correspondence relating to the program.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |
| 2 | <p>1840-1-1 Work Plans (Files consisting of project work plans (FS Form 1300-4), correspondence, and related records.) NOTE: The project work plan facilitates keeping account of enrollee hours, contributed costs, and YCC costs which go into a project. This information is needed at the end of the camp for preparing YCC work project reports covered under Item 17.</p> <p>a. Forest Supervisor Offices: Retain records in office. Destroy 3 years after plan is revised or after final action.</p> <p>b. All other offices: Not applicable.</p> | | |

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| 3 | <p>1840-1-2 Environmental Awareness Plans (Includes plans of environmental awareness learning, scorecards, and related records.)</p> <p>a. Forest Supervisor Offices: Retain records in office. Destroy 3 years after plan is revised or after final action.</p> <p>b. All other offices: Not applicable.</p> | | |
| 4 | <p>1840-2 Staff-Enrollee Living (Files consisting of correspondence, rosters, and other records relating to youth accountability.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |
| 5 | <p>1840-3 Accident Control, Health and Welfare Program (Files consisting of general correspondence and other records relating to the protection of enrollees physical and mental health while participating in the YCC program.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |
| 6 | <p>1840-3-1 Safety Plans (Files consisting of project hazard analyses, unit safety plans; i.e., rescue and emergency medical aid plans, safety plans covering specific hazards of jobs and activities, etc.)</p> <p>a. Forest Supervisor Offices: Retain records in office. Destroy 3 years after plan is revised.</p> <p>b. All other offices: Not applicable.</p> | | |
| 7 | <p>1840-4 Enrollee Pay (Files consisting of general correspondence concerning enrollee pay.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |

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| 8 | <p>1840-4-1 Enrollee Pay Records (Includes Bureau of Reclamation Administrative Services Center (BRASC) pay printouts, BR Forms UC-507's (Employment Notification), and related records. Records maintained by imprest fund cashiers for advance payments will be filed under the 6540 file designation. Copies of advance payment vouchers will be forwarded to BRASC for deduction from youth's salary.)</p> <p>(NOTE: The Forest Service has contracted with the Bureau of Reclamation's Administrative Services Center (BRASC) in Salt Lake City, Utah, to process the payrolls of youths in the program and to accumulate statistical data of all youths (both those at Department of Interior camps and those at Forest Service camps).</p> <p>a. Forest Supervisor Offices: (Including records transferred from YCC Camps.) Retain records in office. Destroy when 3 years old.</p> <p>b. All other offices: (Copies of BRASC computer printouts.) Retain records in office. Destroy 3 months after the end of the period covered.</p> | | |
| 9 | <p>1840-5 Youth Recruitment and Selection (Files consisting of correspondence, recruiting plans, cooperative agreements with State officials coordinating youth recruiting, and related records.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy 3 years after file is closed.</p> | | |
| 10 | <p>1840-5-1 Inquiries on Recruiting and Selection (Files consisting of routine acknowledgments, transmittals, etc.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 6 months old.</p> | | |
| 11 | <p>1840-5-2 Applications (Recruiters file of applications and related information on applicants.)</p> <p>(NOTE: Selection is made from among applications of all eligible applicants. Persons selected are either offered employment in a YCC camp or placed on a substitute list to be used in case of declinations. Applications of those selected are sent to camps for use in the YCC enrollee file.) See Items 15 and 16.</p> | | |

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| 11 (Cont'd) | a. YCC State Recruiter Offices: Retain records on non-selected applicants in office. Destroy by September 31 of each year. b. All other offices: Not applicable. | | |
| 12 | 1840-6 Administrative Support (Files consisting of correspondence and other records relative to administrative support of the YCC program.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old. | | |
| 13 | 1840-6-1 Staff Training (Files consisting of correspondence, reports, and other records relating to staff participation in training programs.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old. | | |
| 14 | 1840-6-2 Program Materials (Files consisting to correspondence relating to YCC program materials.) Note: Records relating to procurement of materials will be filed under the 6300 series. All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old. | | |
| 15 | 1840-7 Enrollee Records (Includes application forms, medical history forms, copies of Bureau of Reclamation Forms UC-507, evaluation of enrollee's performance by camp staff, and accident and injury forms.) a. Forest Supervisor Offices: (Records transferred from YCC Camps.) (1) List of names and addresses of enrollees: Retain list in office. Destroy when 5 years old. (2) Parental permission portion of application forms, medical history forms, and accident forms: Transfer records to FARC 1 year after completion of session. Destroy when 56 years old. (3) All other records: Destroy upon completion of session. | | |

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| 15 (Cont'd) | b. All other offices: Not applicable. | | |
| 16 | <p>1840-7-1 Alternates (Files consisting of application forms of alternates.)</p> <p>a. Forest Supervisor Offices: (Records transferred from YCC Camps.) Destroy upon completion of session.</p> <p>b. All other offices: Not applicable.</p> | | |
| 17 | <p>1840-8 Reports (Includes annual reports submitted to the President and the Congress outlining the accomplishments of the YCC program for the previous summer, summary reports prepared by BRASC, narrative reports prepared by field units, and study reports. Files arranged by name of report.)</p> <p>(NOTE: These reports contain data on demographic characteristics of youths, work accomplishment, and significant happenings in the Youth Conservation Corps or changes and recommendations that are needed to improve the program.)</p> <p>a. Washington Office: <u>PERMANENT</u> - Transfer records to FARC when 5 years old. Offer records to the National Archives and Records Service when 10 years old. Annual accumulation: $\frac{1}{4}$ cu. ft. SC 1-36-78</p> <p>b. All other offices: Retain records in office. Destroy when 5 years old.</p> | | |
| 18 | <p>1840-9 Grant Program (Files consisting of correspondence relating to routine operations in the administration of the program and records pertaining to technical assistance provided to State YCC programs.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |
| 19 | <p>1840-9-1 Inquiries on Grants (Files consisting of routine acknowledgments, transmittals, etc.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 6 months old.</p> | | |

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| 20 | <p>1840-9-2 Grant Applications (Files consisting of applications, grant camp profiles, reports, and related correspondence. Case folders arranged alphabetically by State.)</p> <p>All offices (Washington and Field Units): Transfer records to FARC 2 years after file is closed or application rejected, or retain records in office. Destroy 5 years after file is closed or application rejected.</p> | | |
| 21 | <p>1840-9-3 Audits (Files consisting of reports, correspondence, and related records of regular and special audits of State grant projects.)</p> <p>All offices (Washington and Field Units): Transfer records to FARC 2 years after completion or final action, or retain records in office. Destroy 5 years after completion or final action.</p> | | |
| 22 | <p>1840-10 Planning and Distribution of Funds (Files consisting of correspondence and other records relative to the distribution of YCC funds by States for both the Federal and State programs.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 5 years old.</p> | | |
| 23 | <p>1840-10-1 Plans (Files consisting of fund distribution plans for projects. Case folders as needed for individual projects.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy 5 years after plan is revised or after final action.</p> | | |
| 24 | <p>1840-11 Interagency Agreements (Files consisting of interagency agreements concerning YCC, supplements and revisions to agreements, and related correspondence.)</p> <p>a. Washington Office: <u>PERMANENT</u> - Transfer records to FARC 3 years after agreement expires or terminates. Offer records to the National Archives and Records Service 10 years after agreement expires or terminates. Annual accumulation $\frac{1}{2}$ cu. ft.</p> <p>b. All other offices: Retain records in office. Destroy 3 years after agreement expires or terminates.</p> | | |

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| | 1850 Job Corps Civilian Conservation Centers | | |
| 25 | 1850-1 General Correspondence (Files consisting of correspondence concerning Job Corps too broad to file under a specific secondary or tertiary subject.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old. | | |
| 26 | 1850-2 Job Corps (Files consisting of survey records, establishment records, and related correspondence for individual centers. Case folders arranged alphabetically by center name and location.) a. Washington Office: <u>PERMANENT</u> - Transfer records to FARC 3 years after center is closed. Offer records to the National Archives and Records Service 10 years after center is closed. Annual accumulation $\frac{1}{2}$ cu. ft. sc 1-30-79 b. Forest Supervisor Offices: Transfer records to FARC 3 years after center is closed. Destroy 10 years after center is closed. c. All other offices: Not applicable. | | |
| 27 | 1850-3 Corpsmember Personnel (Files consisting of correspondence, reports, and related records pertaining to incidents involving corpsmembers and other records too broad to file under a specific tertiary subject.) All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old. | | |
| 28 | 1850-3-1 Corpsmember Personal Records (Correspondence and records relative to conduct, discipline, education, vocational training, awards, assignments, investigations, etc.) a. Job Corps Centers: (1) Transfer corpsmember folder to the Department of Labor Regional Office five days after separation of corpsmember from program. (2) Retain card record in office. Destroy 5 years after separation of corpsmember from program. b. All other offices: Not applicable. | | |

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| 29 | <p>1850-3-2 Corpsmember Health Records (Case files consisting of forms, correspondence, and other records relative to corpsmember health.)</p> <p>a. Job Corps Centers: Transfer records to the National Job Corps Health Office immediately after separation of corpsmember from program.</p> <p>b. All other offices: Not applicable.</p> | | |
| 30 | <p>1850-3-3 Placement (Files consisting of correspondence and related records pertaining to placement of corpsmembers; e.g., jobs, other training programs, etc.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> <p>1850-4 Education and Training (Files consisting of correspondence and related records pertaining to education and training provided for corpsmembers, too broad to file under a specific tertiary subject.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> <p>1850-4-1 Recreation Plans (Files consisting of center recreation plans and related correspondence.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy 3 years after plan is superseded or obsolete.</p> <p>1850-4-2 Basic Education (Files consisting of correspondence relating to individual centers programs.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |
| 34 | <p>1850-4-3 General Education Development (GED) (Files consisting of correspondence relating to individual centers programs.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |

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| 35 | <p>1850-4-4 Vocational Education (Files consisting of correspondence relating to individual centers programs.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |
| 36 | <p>1850-5 Clothing (Files consisting of general correspondence. Note: Records pertaining to procurement and supply of clothing will be filed under the 6300 Procurement series. Records of clothing issued will be filed under the 6400 Property series.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |
| 37 | <p>1850-6 Interagency Agreements (Files consisting of correspondence and records relative to the agreement between the Department of Agriculture, Department of Interior, and the Department of Labor. Includes revisions and amendments to agreement.)</p> <p>a. Washington Office: <u>PERMANENT</u> - Transfer records to FARC 3 years after agreement expires or terminates. Offer records to the National Archives and Records Service 10 years after agreement expires or terminates. Annual accumulation $\frac{1}{2}$ cu. ft. SC 1-30-78</p> <p>b. All other offices: Retain records in office. Destroy 3 years after agreement expires or terminates.</p> | | |
| 38 | <p>1850-7 Corpsmember Welfare Association and Management (Files consisting of correspondence, minutes of official meetings, and other related records. <u>Exception</u>: Financial accountability records will be filed under the 6520 Financial Management file designation.)</p> <p>a. Forest Supervisor Offices and Job Corps Centers: Retain records in office. Destroy when 3 years old.</p> <p>b. All other offices: Not applicable.</p> | | |
| 39 | <p>1850-8 Vocational Skills Training (VST) (Files consisting of correspondence regarding vocational skills training.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |

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| 40 | <p>1850-8-1 Project Work Plans (Files consisting of plans and related correspondence pertaining to work projects, including cooperative work projects, for corpsmembers.)</p> <p>All offices (Washington and Field Units): Transfer records to FARC 2 years after plans are superseded or obsolete, or retain records in office. Destroy 5 years after plans are superseded or obsolete.</p> | | |
| 41 | <p>1850-8-2 VST Accomplishment Reports (Files consisting of semiannual reports and related correspondence.)</p> <p>All offices (Washington and Field Units): Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> | | |
| 42 | <p>1850-9 Facilities (Case files consisting of correspondence, plans, prospectuses, and other related records.)</p> <p>a. Forest Supervisor Offices and Job Corps Centers: Transfer records to FARC 2 years after structure is removed, or retain records in office. Destroy 5 years after structure is removed. NOTE: Job Corps Center - If center is closed, records will be forwarded to Forest Supervisor's office.</p> <p>b. Regional Offices: Retain records in office. Destroy 3 years after structure is removed.</p> <p>c. All other offices: Not applicable.</p> | | |
| 43 | <p>1850-9-1 General Correspondence (Files consisting of general correspondence pertaining to facilities, too broad to file in a specific case folder.)</p> <p>All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.</p> | | |
| 44 | <p>1850-10 Reports (Files consisting of facility inspection reports, annual national review reports by Department of Labor, morning report recapitulation, quarterly reports, etc.)</p> <p>a. Washington Office: Transfer records to FARC when 3 years old. Destroy when 10 years old.</p> <p>b. Regional Offices, Forest Supervisor Offices, and Job Corps Centers: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>c. All other offices: Not applicable.</p> | | |