LEAVE BLANK

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C 3303a the disposal re

95

JOB NO

DATE RECEIVED

38

APR 1978

7

NCL

TO:	GENERA	L SERVI	CES	ADMINIS	STRATIO	N,		
	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 Directives

4. NAME OF PERSON WITH WHOM TO CONFER W. F. Hice

Administrative Services Staff

5. TEL EXT.

447-6101

quest, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-14-78

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 _____ 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.

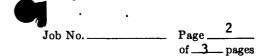
D. SIGNATURE OF AGENCY REPRESENTATIVE C. DATE E. TITLE 3/27/78 Records Management Officer 8. DESCRIPTION OF ITEM 10. SAMPLE OR ITEM NO ACTION TAKEN (With Inclusive Dates or Retention Periods) JOB NO. The Forest Service directive system is composed of the Forest Service Manual (FSM) and Forest Service Handbooks The directive system provides legal authorities, objectives, policies, responsibilities, delegations, standards, instructions, and procedures that are continuing, and that apply to more than one subunit of the issuing unit. The Directive Group Leader, Administrative Management Staff, is the Directive Manager for the Chief. This staff

coordinates all directives at the Washington Office level regardless of functional origin or application. The coordination responsibility includes final review and approval of adherence to directives standards such as coding, writing format, duplication, and conflict. Regional Foresters, Station Directors, and Area Directors are required to designate directives managers and coordinators for issuances of directives to subunits.

This schedule covers records under the 1100 series. supersedes Job No. NC1-95-78-4, approved January 27, 1978.

115-107 FRC'S, NON

STANDARD FORM 115 Revised April, 1975 Prescribed by General Services Administration FPMR (41 CFR) 101-11 4



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
	1100 Directives		
1	1100-1 Record Copies (Files consisting of record copy of directives issuances or amendments, including emergency directives, interim directives, and related material. Case files arranged numerically by title and amendment numbers.)	NC1-95-78- Item 2	4
	a. Originating offices (Washington and Field Units): PERMANENT - Transfer records to FARC 2 years after issuance. Offer records to NARS 25 years after issuance. Annual accumulation: 3 cu. ft. in Washington and 4 cu. ft. in field.		
	b. All other offices (Washington and Field Units): Retain duplicate copies of manuscripts in office. Destroy one year after issuance. Do not send to FARC.		
2	1110 Directive System Components (Files consisting of correspondence and related records on policies and responsibilities for establishment of directives and the design, maintenance, and improvement of the directive system.)	NC1-95-78- Item 1	4
	All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.	-	
3	1120 Directive Writing and Preparation (Files consisting of correspondence and records relative to directive system training and directive writing techniques.)	NC1-95-78- Item 1	4
	All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old.		
4	1130 Directive Distribution and Maintenance (Files consisting of correspondence on reconciliation of distribution records and questions on policies, standards and responsibilities.)		
	a. Requests for amendments, supplements, interim directives, or emergency directives, and changes in distribution of such items.	NC1-95-78- Item 3	4
	All offices (Washington and Field Units): Destroy when filled, canceled, or superseded.	7	

Standard Form No. 116-A Revised November 1951 Prescribed by General Services Administration GBA Reg. 3-IV-106 116-202

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Job	No		Page_	3
			of_3	pages

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
4 Cont'd)	 All other correspondence. All offices (Washington and Field Units): Retain records in office. Destroy when 3 years old. 	NC1-95-78- Item 1	4