

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NCU NOV 10 79

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

LEAVE BLANK	
JOB NO	
DATE RECEIVED	NC1 95 79 1
NOTIFICATION TO AGENCY	NOV 2 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>9/20/79</i>
Archivist of the United States	<i>James E. O'Heall</i>

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Department of Agriculture

2. MAJOR SUBDIVISION
Forest Service

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 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 10/13/78	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>The Chief of Forest Service, acting under broad Department policies and in accordance with delegated authority, is responsible for prescribing overall policies and procedures for range management. The Deputy Chief in charge of National Forest Systems and personnel of the Range Management Staff comprise the staff organization for this activity at the national level. Regional Foresters, Forest Supervisors, and District Rangers are responsible for meeting the objectives and carrying out an active program of range management at field units.</p> <p>The range management program includes making lands suitable for livestock grazing, available for use by qualified livestock operators; developing range resources to attainable potential and managing on a sustained yield basis in harmony with other uses and resource values; providing reasonable tenure of grazing to lend stability to local communities and established ranching operations; protecting the established family farms and ranching against unfair competition in use of Forest Service administered range; and correlating the use of Forest Service administered range with use of dependent private lands.</p> <p>This schedule covers range management records in Washington and field units. It supersedes items and retention periods for 2200 through 2270 in Job Number NN-166-136.</p>		

115-107

All of the permanent records arranged numerically by the FS filing classification scheme.

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

Copy
Agony
HNF
WH
VNF
VNB
HIP
5

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
1	<p>2200 Range--(General Correspondence; files consisting of correspondence pertaining to Range activities too broad to file under a specific file subject).</p> <p>a. Washington and Regional offices: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old or retain records in office.</p>	<p>NN166-136 items 4 2+3</p>	
2	<p>2200-1 Inquiries (Routine acknowledgments, transmittals, etc). All offices (Washington and Field units): Retain records in office. Destroy when 6 months old.</p>	<p>NN166-136 (1)</p>	
3	<p>2210 Analysis and Plans (Correspondence of a general nature pertaining to proposed activities which may not have developed fully to create a specific case folder in the items following).</p> <p>All offices (Washington and Field units): Transfer records to FARC when 2 years old, destroy when 5 years old.</p>	<p>NN166-136 (2+3)</p>	
4	<p>2210-1 Analysis (Range environmental analysis files consisting of correspondence, maps and overlays, trend transect records, grazing capacity estimate tabulations, utilization records--permitted and actual use. These records are for those land areas where an analysis may have been performed but no further development plans have been formulated. When further work is done, the Range analysis may become part of 2210-2, Plans and/or Allotments).</p> <p>a. Forest Supervisors Offices: Transfer records to FARC 3 years after reanalysis of allotment. Destroy 10 years after reanalysis of allotment.</p> <p>b. All other offices: Transfer records to FARC 3 years after reanalysis of allotment. Destroy 5 years after reanalysis of allotment.</p>	<p>,</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
5	<p>2210-2 Plans and/or Allotments (Files consisting of range allotment management plans. These include ranges from which grazing may currently be excluded and previously prepared Range environmental analysis files. Case files by allotment).</p> <p>a. Forest Supervisors Offices: Transfer records to FARC 3 years after plan has been completely revised or superseded by a new plan. Destroy 5 years after plan has been completely revised or superseded by a new plan.</p> <p>b. All other offices: Transfer records to FARC 3 years after plan has been completely revised or superseded by a new plan. Destroy 5 years after plan has been completely revised or superseded by a new plan.</p>	<p><i>NN 166-136 (2+3)</i></p>	
6	<p>2210-3 Studies, Administrative (Files concerning existing grazing lands that are set aside for analysis of soil and rate of growth of plant life to determine the number of cattle which can be supported. Files consist of maps or plats of study area, data tally or summary sheets, narrative writeups, photographs, and related correspondence).</p> <p>a. District Ranger Offices: Transfer closed or completed studies to FARC 3 years after file is closed. Destroy 10 years after file is closed.</p> <p>b. All other offices: Transfer closed or completed studies to FARC 2 years after file is closed or retain records in office. Destroy 5 years after file is closed.</p>	<p>"</p>	
7	<p>2220 Management of Ranges (General Correspondence files consisting of correspondence and related records too broad to file under a specific secondary subject).</p> <p>a. ^{<i>Regional</i>} Washington Offices: <u>Permanent</u>. Regional offices: Transfer records to FARC when 3 years old. Offer to NARS when 10 years old. Annual accum $\frac{1}{2}$" - <i>Wash. Offc.</i> <i>Regional Offc: 9" / yr.</i></p> <p>b. Regional Offices: Destroy when 3 years old.</p> <p><i>b.</i> All other offices: Transfer to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p>	<p>"</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	<p>2230 Permits (Files consisting of general correspondence and related records too broad to file under specific secondary subject. Appeals to grazing boards will be filed in pertinent case folders).</p> <p>All offices: Transfer records to FARC when 3 years old. Destroy when 5 years old.</p>	<p>NN 166-136 (2 & 3)</p>	
9	<p>2230-1 Fees (Files consisting of general correspondence relative to standards and regulations and related discussions leading to the determination of the fees charged for grazing or crossing of livestock on National Forest lands and on other lands under Forest Service control.</p> <p>a. ^{Regional} Washington Offices PERMANENT--Transfer records to FARC when 3 years old. Offer to NARS when 10 years old. Annual accum. 2"-^{Washington Ofc.} <i>Regional Ofc: 2 1/2" / yr.</i></p> <p>b. All other Offices: Destroy when 3 years old.</p>	<p>4</p>	
10	<p>2230-1-1 Fee Studies (Case files consisting of all study material collected, including working papers, statistical summaries developed, or other information used in support of fees charged. Files are arranged chronologically. Records regarding monies collected for grazing are filed under 6530).</p> <p>a. Washington Office: Transfer to FARC 3 years after study is completed. Dispose of records when 25 years old.</p> <p>b. All other Offices: Destroy when 3 years old</p>		
11	<p>2230-2 Applications (Files consisting of application, supporting documents, and other supplemental information used in determining whether a permit should be issued).</p> <p>a. Forest Supervisors Offices: If application is approved it will be filed in the appropriate case file. If disapproved, all permit file records will be retained in office. Destroy 2 years after disapproval.</p> <p>b. All other offices: Not applicable.</p>	<p>NN 166-136 (2 & 3)</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
12	<p>2230-3 Cattle and Horses (Files includes term and temporary grazing permits and grazing agreements. Case files consist of authorizing documents, supplements, amendments, correspondence, and related records. Files arranged alphabetically by name of permittee).</p> <p>a. Forest Supervisors Offices: Transfer records to FARC 2 years after file is closed. Destroy 10 years after file is closed.</p> <p>b. Ranger District Offices: (Duplicate records). Retain records in office. Destroy 3 years after file is closed.</p> <p>c. All other offices: Not applicable.</p>	N/V/66-136	
13	<p>2230-4 Private Land (Includes term and temporary grazing permits and grazing agreements. Case files consist of authorizing documents, supplements, amendments, correspondence, and related records. Files arranged alphabetically by name of permittee).</p> <p>a. Forest Supervisor Offices: Transfer records to FARC 2 years after file is closed. Destroy 10 years after file is closed.</p> <p>b. Ranger District Offices: (Duplicate records). Retain records in office. Destroy 3 years after file is closed.</p> <p>c. All other offices: Not applicable.</p>	"	
14	<p>2230-5 Sheep and Goats (Includes term and temporary grazing permits and grazing agreements. Case files consist of authorizing documents, supplements, amendments, correspondence, and related records. Files arranged alphabetically by name of permittee).</p> <p>a. Forest Supervisor Offices: Transfer records to FARC 2 years after file is closed. Destroy 10 years after file is closed.</p> <p>b. Ranger District Offices: (Duplicate records). Retain records in office. Destroy 3 years after file is closed.</p> <p>c. All other offices: Not applicable.</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
15	<p>2230-6 Other Permits (Includes free grazing permits issued on a year to year basis; grazing permits granted to Indians on basis of Indian treaties reserved rights and privileges; and both free and charge crossing permits issued for livestock crossing Forest Service administered lands. Case files consist of authorizing documents, correspondence, and related records. Files arranged by type of permit and alphabetically by name of permittee).</p> <p>a. Forest Supervisor Offices: Transfer records to FARC 2 years after file is closed. Destroy 10 years after file is closed.</p> <p>b. Ranger District Offices: (Duplicate records). Retain records in office. Destroy 3 years after file is closed.</p> <p>c. All other offices: Not applicable.</p>	<p>NN16-136 (23)</p>	
16	<p>2240 Improvements (General correspondence files consisting of correspondence too broad to file under a specific secondary).</p> <p>All offices: Retain records in office. Destroy when 3 years old.</p>	"	
17	<p>2240-1 Structural (Correspondence and supporting documentation regarding structural improvements made to National Forest lands including items such as cattleguards, fences, gates, corrales, and water developments. Record of authorities and agreements to build such improvements under various cooperative programs between Forest Service and Permittees will be filed in the appropriate permittee case folder.</p> <p>All offices: Destroy 3 years after improvement is completed.</p>	"	
18	<p>2240-1-1 Inquiries (Files consisting of general inquiries or requests for information regarding structural improvements).</p> <p>All offices: Keep in office, destroy after 3 ^{when 6 months} years old.</p>	<p>NN16-136 (1)</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
19	2240-2 Nonstructural (Inquiries and files of a general nature, too broad to file under a specific tertiary). All offices: Do not send to FARC; destroy when 3 years old.	<i>NN 166-136 (2 & 3)</i>	
20	2240-2-1 Pesticides (Correspondence regarding spraying of pesticides and other treatments of woody plants, noxious form weeds, other plants, including those of a poisonous variety, rodents, predators, insects, and diseases. Case files created when necessary and arranged alphabetically). <i>Regional</i> a. Washington Office: PERMANENT--Transfer to FARC when 3 years old. Offer to NARS when 10 years old. Annual accum. ½ cu. ft. - <i>Washington Ofc.</i> <i>to U.S. Dept. Regional Ofc.</i> b. All other offices: Transfer to FARC when 3 years old. Destroy when 10 years old.	4	
21	2240-3 Incidents (Case folders consisting of any correspondence and supporting documentation regarding any complaints or complications resulting from any non-structural improvements to National Forest System lands. May include statements and other supporting data and photographs). All offices: Transfer to FARC when 3 years old. Destroy when 3 years old.	4	
22	2250 Cooperation (General correspondence: Files of a nature too broad to fit into a specific case file. They will concern various organizations such as conservation organizations, the Farmer's Union, the Farm Bureau, and other recognized groups that are not specifically chartered). All offices: Transfer to FARC upon completion or termination of agreement. Destroy when 10 years old.	4	
23	2250-1 Advisory Boards (Files include copies of charters, correspondence, notice of meetings, minutes, memberships, rosters, bylaws, and all supporting documentation of business conducted by Grazing Advisory Boards. Case files arranged alphabetically by board).	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
	<p>a. Forest Supervisor Offices: PERMANENT--Transfer to FARC 3 years after termination of board. Offer to NARS after ^{when} 10 years old. Annual accum. 1 cu ft.</p> <p>b. All other offices: Transfer to FARC when 3 years old. Destroy when 10 years old.</p>		
24	<p>2250-2 Associations (Files pertaining to various organizations formed by National Forest grazing permittees. They include specific documentation such as membership, minutes of meetings, memorandum of understanding, agreements, renewals, and general correspondence.</p> <p>a. Forest Supervisor Offices: Transfer to FARC 3 years after termination of association. Destroy when 10 years old.</p> <p>b. All other offices: Transfer to FARC 3 years after termination of association. Destroy 10 years old.</p>	<p><i>NN166-136 (2 & 3)</i></p>	
25	<p>2260 Wild Free-Roaming Horses and Burros (General correspondence--Files containing materials of a general nature, too broad to fit into a specific case file).</p> <p>All offices: Transfer to FARC when 2 years old. Destroy when 5 years old.</p>		
26	<p>2260-1 Cooperation (Files consist of correspondence and cooperative agreements between Forest Service and other state or local government agencies, permittees, or private landowners regarding maintenance of wild horses and burros. Materials are arranged in case folders, by cooperators, and include documentation of joint land management plans for those properties immediately adjacent to National Forests which wild horses use as their natural range. May include cooperative agreements between Forest Service and State Livestock Boards regarding determination of ownership in cases of dispute).</p> <p>a. Washington and Regional Offices: Transfer to FARC 3 years after completion of agreement. Destroy after ^{when} 10 years old.</p> <p>b. All other offices: Do not send to FARC. Destroy 3 years after termination of agreement.</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
27	<p>2260-2 Designated Ranges (Files consisting of correspondence and management plans concerning those lands specifically designated by the Chief of the Forest Service as having emphasis placed on horse maintenance rather than multiple use. Case files by specific area).</p> <p>All offices: Transfer to FARC 3 years after close of file. Destroy after <i>when</i> 5 years <i>old</i>.</p>		
28	<p>2260-3 Management Plans (Case files by specific area containing all inventories of horses, statistical data regarding maintenance, studies, and maps. All documentation regarding use of any specific area for grazing of wild horses in conjunction with multiple use management of public lands. May include public input regarding horse maintenance).</p> <p>All offices: Transfer to FARC 3 years after plan has been superseded or file closed. Destroy after 5 years after plan has been superseded.</p>		
29	<p>2260-4 Relocation and Disposal (Files consisting of correspondence) regarding adoption, relocation, and final disposal of wild horses. These plans are specifically formulated for individual ranges where overcrowding of wild horses has occurred. The animals are either placed under private maintenance or relocated to other National Forest areas. Files may also include correspondence involved in settling and disputes arising out of wild horses causing damage to private lands. Case folders by areas, as necessary).</p> <p>a. Washington and Regional Offices: Transfer to FARC 3 years after closed. Destroy in <i>when</i> 5 years <i>old</i>.</p> <p>b. Other offices: Transfer to FARC 3 years after closed. Destroy after <i>when</i> 10 years <i>old</i>.</p>		
30	<p>2270 Records and Reports (all 2200 reports, including annual grazing statistical, final study reports, etc. Separate folders as needed by name of report. Includes 1-time reports).</p> <p>a. Washington Office: PERMANENT--Transfer to FARC after 3 years. Offer to NARS after <i>when</i> 10 years <i>old</i>. annual accum. 2"</p> <p>b. All other offices: Do not send to FARC. Destroy when <i>when</i> after 3 years <i>old</i>.</p>	<p><i>NN/66-136 (283)</i></p>	