

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-95-79-2
DATE RECEIVED	7 MAY 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	6-14-79 James E. O'Neil Acting 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

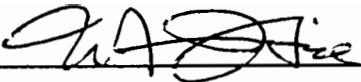
4. NAME OF PERSON WITH WHOM TO CONFER
 W. F. Hice

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 5 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	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
4/27/79		Records Management Officer				
			1	This retention schedule covers records under file designations in the 1200, 1300 and 1400 series. These records were included generally in NN-166-136; however, the file designations have since been broken down in more detail. Many of them being scheduled for short retention. At the national level the programs involving these records are assigned to the Deputy Chief for Administration. Staff responsibilities are assigned to the Director of Administrative Management who administers and coordinates the Forest Service programs. 1220 Organizational Responsibilities (Includes general correspondence not related to items listed below). All offices: Retain records in office. Destroy when 3 years old.		
			2	1220-2 Historical Organization Matters (Establishment, reorganization, and abolishment of significant units and studies identified as having historical value. Cases under this designation will be selected on the basis of uniqueness, first of its kind, unusual impact, etc. All other cases will be filed under 1220-3 described below).		29 items

sent to all FRC's, ANF ANB
 6-15-79 WFB

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>All offices: <u>PERMANENT</u>. Retain in office 3 years after case is closed, then transfer to FARC. Offer to NARS when 20 years old. (Annual accum. ½ ft.)</p>		
3	<p>1220-3 Unit Reorganization Matters (Includes organization studies, requests for reorganization, approvals, charts, functional statements, and correspondence).</p> <p>a. Washington, Regional, Experiment Station and Area Offices: Transfer records to FARC after 3 years. Destroy when 10 years old.</p> <p>b. All other offices. Destroy when 3 years old.</p>		
4	<p>1220-4 Organization Charts</p> <p>All offices: <u>PERMANENT</u>. Applicable only to responsible offices initiating the chart. Retain in office 15 years, then offer to NARS. (Annual accum. ½ ft.)</p>		
5	<p>1240 Standards (Includes general correspondence).</p> <p>All offices: Destroy when 3 years old.</p>		
6	<p>1240-1 Inventory of Administrative Units (Includes current inventory and historical summary of all administrative units by Regions, National Forests, Ranger Districts, National Grasslands, and National Recreation Areas).</p> <p>a. Washington Office: Retain current inventory in office. Destroy obsolete material as the inventory is updated.</p> <p>b. All other offices: Destroy when no longer needed.</p>		
7	<p>1240-2 Field Office Locations (Includes establishment, relocation, and abolishment requests and approvals of field units and facilities).</p> <p>All offices: Destroy when 30 years old. Applies only to office approving the location or relocation. Transfer records to FARC after 5 years.</p>		

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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
8	<p>1240-3 Names for Administrative Units and Related Sites and Areas (Includes markers, dedications, memorials, structures, etc.)</p> <p>a. Washington and Regional Offices: Approving office will retain in the office as long as needed.</p> <p>b. All other offices: Copies are non-record material in these offices and should be destroyed when no longer needed.</p>		
9	<p>1350-7 Operational Committees and Working Groups</p> <p>All Offices: Destroy records 3 years after file is closed.</p>		
10	<p>1370-1 General Correspondence (Correspondence on forms management program too general to be filed under specific management study or case file described below).</p> <p>All offices: Destroy 1 year after file is closed.</p>	NN 166-136 Item 29	
11	<p>1370-2 Studies (Correspondence, reports and other documents related to specific form improvement, forms reduction or similar studies or projects).</p> <p>a. Washington, Regional, Experiment Station and Area Offices: Retain records in office and destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>	NN 166-136 Item 29	
12	<p>1370-3 Analysis and Design (Includes correspondence and other documents related to the design, analysis, printing, and distribution of a specific form, including the record copy of each version of the form).</p> <p>All offices: Destroy 3 years after form is discontinued. This designation is applicable only to the office responsible for the design and management of the form.</p>	NN 166-136 Item 29	
13	<p>1370-4 Public-Use Reporting forms. (Correspondence and other documents related to the clearance of forms or questionnaires used to gather information from the public).</p> <p>Washington Office: Retain record in office and destroy 3 years after form or questionnaire is discontinued.</p>		

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14	<p>1380-1 General Correspondence (Includes correspondence related to the management of the reports program but too general to be filed under a specific study or report file).</p> <p>All offices: Destroy when 1 year old.</p>	<p>NN 166-136 Item 30</p>	
15	<p>1380-2 Projects (correspondence, reports, and other documents related to specific report improvement, reports review or similar studies or projects).</p> <p>a. Washington, Regional, Experiment Station and Area Offices: Retain records in office and destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>	<p>NN 166-136 Item 30</p>	
16	<p>1380-3 Analysis (correspondence and other documents related to analysis of a specific report, including a copy of each form or format used in making the report).</p> <p>All offices: Retain in office and destroy 3 years after report is discontinued.</p>	<p>NN 166-136 Item 30</p>	
17	<p>1410 Management Reviews (Includes review schedules and general correspondence, not related to a specific review)</p> <p>All offices: Retain in office and destroy when 3 years old.</p>	<p>Part II RRP Items 2e and 2h</p>	
18	<p>1410-1 General Management Reviews (Includes the review report, corrective action plan, and followup correspondence until action is completed and case is closed).</p> <p>All offices: Transfer to FARC 5 years after case is closed. Destroy when 10 years old. Record copy is maintained only by the office making the review. Other offices with copies will retain as long as needed and then destroy.</p>	<p>Part II RRP Items 2e and 2h</p>	
19	<p>1410-2 Program Reviews (Includes the report on review of specific programs, corrective action plan, and follow-up correspondence until action is completed and case is closed).</p> <p>All offices: Office making the review will retain the record copy in files 5 years or until the next program review is conducted and then destroy. Other offices with copies will destroy when no longer needed.</p>	<p>Part II RRP Items 2e and 2h</p>	

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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
20	<p>1410-3 Activity Reviews (Includes the report on review of specific activities within a program, corrective action plan, and follow-up correspondence until action is completed and case is closed).</p> <p>All offices: Office making the review will retain the record copy in files 5 years or until the next activity review is conducted and then destroy. Other offices with copies will destroy when no longer needed.</p>	Part II RRP Items 2e and 2h	
21	<p>1420 GAO Audits (Includes audit report and related corrective action correspondence).</p> <p>Washington Office: Destroy 5 years after action is completed. (Only the Washington Office is responsible for receipt, control, and follow-up on these reports).</p> <p>All Other Offices: Destroy copies when no longer needed, or not later than 3 years after case is closed.</p>	NN 166-136	
22	<p>1430 Internal Audits (Includes audit report and corrective action correspondence related to specific audits. This item was formerly identified as 1450 Special Reviews).</p> <p>All offices: Destroy 5 years after all action has been completed</p>	NN 166-136	
23	<p>1430-1 General Correspondence (Includes correspondence of a general nature not related to a specific audit).</p> <p>All offices: Destroy when 3 years old.</p>		
24	<p>1450 Investigations (Includes correspondence, reports, and documents related to investigations conducted by the Office of Investigation).</p> <p>All offices: Destroy when 7 years old.</p>	Part II RRP Item 2h	