

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

RECORD 12 29/79

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*

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

5. TEL EXT  
*4476101*

LEAVE BLANK	
JOB NO <i>NC1-95-79-4</i>	
DATE RECEIVED <i>9/12/79</i>	
NOTIFICATION TO AGENCY	
<p><small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small></p>	
<i>Hice</i>	<i>Archivist of the United States</i>

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 3 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 <i>9/7/79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>W. F. Hice</i>	E. TITLE <i>Records Management Officer</i>
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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
<i>1</i>	<p><i>The Chief is responsible for forest insect and disease management on Federal and non-Federal lands. This includes: prevention, detection, evaluation, suppression, administration, and technical support. The Forest Service policy is to protect and preserve the Forest insects and diseases by preventing or suppression problem populations by methods that will restore, maintain, or enhance the quality of the environment.</i></p> <p><i>This retention schedule covers records under file designation 3400 series "Forest Insect and Disease Management." These records were included generally in NN-166-136 under 3400 and 5200 file designations; however the file designations have since been broken down in more detail--many of them being scheduled for short retention.</i></p> <p><i>3400 Forest Insect and Disease Management (Includes special studies and projects filed by cases)</i></p> <p><i>a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</i></p> <p><i>b. All other offices: Destroy when 5 years old.</i></p>		<i>2, ib.</i>

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
2	<p>3410 Prevention (Includes regulatory measures, quarantines, and practices).</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p>		
3	<p>3420 Detection (Includes field surveillance).</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p>		
4	<p>3430 Evaluation</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p>		
5	<p>3440 Suppression (Includes detection, evaluation, plans, technical assistance, and related material. Arrange case folders alphabetically by name of project).</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p>		
6	<p>3450 Administration (Includes agreements and financing).</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p>		
7	<p>3450-1 Reports</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</p> <p>b. All other offices: Destroy when 5 years old.</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	3460 <i>Technical Support</i>  a. <i>Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</i>  b. <i>All other offices: Destroy when 5 years old.</i>		
9	3470 <i>Control of Individual Forest Insects</i>  a. <i>Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</i>  b. <i>All other offices: Destroy when 5 years old.</i>		
10	3480 <i>Control of Individual Forest Diseases</i>  a. <i>Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</i>  b. <i>All other offices: Destroy when 5 years old.</i>		