

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

RECORD COPY 20 NOV 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
Engineering Staff

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

5 TEL EXT
447-6101

LEAVE BLANK	
JOB NO	<i>NC1-95-80-1</i>
DATE RECEIVED	<i>11-20-79</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-14-80</i> Date	<i>James E. O'Hall</i> Archivist of the United States

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 31 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>Nov. 16, 79</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Hoyt L. Abney</i>	E. TITLE <i>Acting 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
	<p><i>This schedule covers Engineering records filed under the 7000 series. Engineering is diversified and is primarily involved in the planning, design, construction, operation and maintenance of all Forest Service facilities including roads. In addition, Engineering is responsible for Fleet Management, Land Surveys, Mapping, Equipment Development, Engineering Management, Computer Applications, Remote Sensing, Signs, Materials Engineering, Water and Sanitation, Dams, Electrical Systems, etc.</i></p> <p><i>The filing system is broken down into two basic components. The first is correspondence; this is the file content of all designated files except for reports, case files and project folders. The latter contains documents relating to specific cases or projects. This may include engineering drawings, specifications, reports, standards and case or project correspondence.</i></p> <p><i>Engineering records of the Forest Service are disposable and generally are needed for short term only. A limited number of records are scheduled for long term retention by the generating offices. This retention will be accomplished by the use of microfilm in lieu of the hard copies which may be destroyed.</i></p>		

The records officer has approved all the changes in the schedule.

452 items

115-107
Copy, NNB, NNF, NNT. agency, all FRCs

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
1	7100 Engineering Operations (General Correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.	NN-166-136	
2	7100-1 Cooperation (Filed in case folders alphabetically by cooperators). All offices: Destroy when 5 years old.	NN-166-136	
3	7100-2 Inquires All offices: Destroy 3 months after transmittal of reply.	Item 3 GRS 14	
4	7110 Management (General Correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.	NN-166-136	
5	7110-1 Engineering Skills and Utilization a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old. b. All other offices: Destroy when 2 years old.		
6	7110-2 Technical Data System (General Correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
7	7110-2-1 Engineering Publications (General Correspondence). Not related to specific publications. a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		

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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	7110-2-2 Publications Case Files (Including Manuscript draft and related data). All offices: Destroy when 2 years old.		
9	7110-2-3 Information Retrieval (General Correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
10	7110-3 Multiple Activities Analysis (Includes correspondence and documents related to analysis of special engineering management activities). a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old. b. All other offices: Destroy when 2 years old.		
11	7110-4 Certification Program (General Correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
12	7110-4-1 Preconstruction (Test data and related correspondence). All offices: Destroy when 3 years old.		
13	7110-4-2 Construction (Test data and related correspondence). All offices: Destroy when 3 years old.		
14	7110-5 Computer Applications (General Correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
15	7110-5-1 Coordination a. Washington, Regional, Area and Experiment Stations:		

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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
16	<p>Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p> <p>7110-5-2 Training</p> <p>All offices: Destroy when 5 years old or 5 years after completion of a specific training program.</p>	GRS # 1 Item 30b(1)	
17	<p>7110-5-3 Documentation (Including specific details of a computer application).</p> <p>All offices: Destroy when 5 years old.</p>		
18	<p>7110-5-4 User Assistance (General correspondence, requests and other data on use of computer applications).</p> <p>a. Washington, Regional, Area and Experiment Stations:</p> <p>Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
19	<p>7110-5-5 Contracts and Cooperative Arrangement (Case Folders-- These are non-record copies used as a working file. The official record copies are filed under appropriate designations).</p> <p>All offices: Destroy when 5 years old.</p>		
20	<p>7110-5-6 Programs (Case-files)</p> <p>All offices: Destroy when 3 years old.</p>		
21	<p>7120-Equipment Development and Test (Includes general correspondence relating to equipment development, test, trial and standardizations, programs, projects, and facilities).</p> <p>a. Washington, Regional, Area and Experiment Stations:</p> <p>Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>	NN-166-136	
22	<p>7120-1 Programs (Records about the activities and including budget matters).</p> <p>a. Washington Office: Destroy when 20 years old.</p> <p>b. All other offices: Destroy when 10 years old.</p>		
23	<p>7120-2 Projects (All records related to a specific project assigned for development and testing. Case folders by projects.</p>	NN-166-136	

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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
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</p> <p>b. Equipment Development Centers: See Note 1</p>		
24	<p>7120-3 Facilities (Records pertaining to the buildings, laboratory and other equipment used by the Equipment Development and Test Centers).</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</p> <p>b. Equipment Developments Centers: See Note 2</p>		
25	<p>7120-4 Reports (Includes progress reports and final reports on projects developed and tested by Equipment Development Centers).</p> <p>a. Washington Office: Destroy when 10 years old.</p> <p>b. Regional, Area and Experiment Stations: Destroy when 5 years old.</p> <p>c. Equipment Development Centers: See Note 1</p>	NN-166-136	
26	<p>7130 Fleet Equipment (General Correspondence).</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>	NN-166-136	
27	<p>7130-1 Acquisition, Identification and classification</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		
28	<p>7130-2 Fleet Assignment and Utilization (Correspondence on assignment and use of motorized equipment).</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
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		
29	7130-3 Use and Storage (Include tear sheets)	NN-166-136	
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		
30	7130-4 Inspection, Maintenance and Repair (Records relating to vehicle or heavy equipment reports, and documents recording maintenance and repair of specific pieces of equipment).	NN-166-136	
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		
31	7130-5 Disposal of Fleet Equipment (General Correspondence only. Disposal actions are filed under property management).		
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
32	7130-6 Qualification, Testing and Training of Drivers, Operators and Mechanics (Including correspondence, forms and data used in qualifying testing and training).	GRS#10 Item 7	
	All offices: Destroy 3 years after separation of employee or 3 years after rescision of authorization to operate Government-owned vehicle, whichever is sooner.		
33	7130-6-1 Operators Cards	GRS #11	
	All offices: Destroy 3 months after return to issuing office.	Item 4a NN-166-136	
34	7130-7 Human Resources Program Fleet Equipment (General correspondence on use of equipment by HRP activities).		

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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
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
35	7130-8 Interagency Motor Vehicle Pools and Systems (General Correspondence and records on assignment).	NN-166-136	
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
36	7130-9 Annual Motor Vehicle and Equipment Reports (Summary reports on equipment utilization and costs).		
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		
37	7140 Geometronic (General correspondence).	NN-166-136	
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
38	7140-1 Base Series Maps (General correspondence).	NN-166-136	
	<p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
39	7140-1-1 Primary Base Series (Project Case Folders)		
	<p>f. All Offices: Destroy on completion of project.</p> <p>a. PERMANENT NOT: One copy of all published maps shall be sent to the NARS for permanent retention. Submission to be made the end of each fiscal year by the unit producing the map(s). (Annual accumulation 2 cu.ft.)</p>	GRS 17 Item 3	
40	7140-1-2 Secondary Base Series (Project Case Folders)	NN-166-136	
	f. All offices: Destroy on completion of project.		

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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
a	<p>PERMANENT NOTE: One copy of all published maps shall be sent to the NARS for permanent retention. Submission to be made the end of each fiscal year by the unit producing the map(s). (Annual accumulation 2 cu ft).</p>	GRS 17 Item 3	
41	<p>7140-2 Visitor Information Maps (General correspondence)</p> <p>a. Washington, Regional, Area and Experiment Station: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
42	<p>7140-2-1 Visitor Information Maps (Project Case Folders)</p> <p>b. All offices: Destroy on completion of project.</p>	NN-166-136	
a	<p>PERMANENT NOTE: One copy of all published maps shall be sent to the NARS for permanent retention. Submission to be made the end of each fiscal year by the unit producing the map(s). (Annual accumulation 2 cu. ft).</p>	GRS 17 Item 3	
43	<p>7140-3 Project Support (General correspondence)</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>	NN-166-136	
44	<p>7140-3-1 Projects (Case folders by projects - Working papers and other data used in preparing maps for special projects).</p> <p>All offices: Destroy when project is completed.</p>		
45	<p>7140-4 Aerial Photography (General correspondence).</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>	NN-166-136	
46	<p>7140-4-1 Projects (Case folder by projects - Working papers and data used to prepare aerial photographs for special projects).</p> <p>All offices: Destroy when project is completed.</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
47	7140-4-2 Negatives and Indexes ASCS: <u>PERMANENT.</u> Aerial photograph records (negatives and indexes) are maintained by ASCS in Salt Lake City Utah. Annual accumulation: 50 cu ft.)		
48	7140-5 Remote Sensing (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
49	7140-5-1 Remote Sensing Coordination <i>Permanent. Offer to NARS</i> a. Washington Office: Destroy when 6 years old <i>in 5 yrs.</i> <i>blocks. SC 6-3-80</i> b. All other offices: Destroy when 1 year old.		<i>1/2 cu ft./yr.</i> DISPOSAL NOT APPROVED
50	7140-5-2 Training (Including all training material related to remote sensing). All offices: Destroy when 5 years old or 5 years after completion of a specific training program.	GRS #1	Item 30b (1)
51	7140-5-3 User Assistance All offices: Destroy when 6 years old.		
52	7140-5-4 Programs (Including FS-FAP, USDA and others). All offices: Destroy when 6 years old.		
53	7140-5-5 Project (Case folders) All offices: Destroy on completion of project.		
54	7140-5-6 Remote Sensing Projects (Aerial photography negatives/indexes). ASCS: <u>PERMANENT.</u> Aerial photograph records (negatives and indexes) are maintained by ASCS in Salt Lake City, Utah. Annual accumulation 50 cu. ft.).		

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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>b. All other offices: Destroy when 2 years old.</i>		
64	7150-1 Surveys (Project folders by Forests, file by type of survey; that is, Forest Service, BLM, private and other).	NN-166-136	
	<i>a. Regional Offices: See note 3</i>		
	<i>b. All other offices: Destroy when 5 years old.</i>		
65	7150-2 Remonumentation (By type, such as Forest Service BLM, private, and other).	NN-166-136	
	<i>a. Regional offices: See note 3</i>		
	<i>b. All other offices: Destroy when 5 years old.</i>		
66	7150-3 Reports	NN-166-136	
	<i>a. Regional offices: See note 3</i>		
	<i>b. All other offices: Destroy when 10 years old.</i>		
67	7160 Signs and Posters (General Correspondence) (All signs and posters--cardboard, metal, wood, plastic, whether on roads, trails, airports, portals, recreational areas, use, or for informational, educational, or regulatory purposes). Procurement of these items will be filed under the 6300 Series.	NN-166-136	
	<i>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</i>		
	<i>b. All other offices: Destroy when 2 years old.</i>		
69	7160-1 Planning	NN-166-136	
	<i>a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</i>		
	<i>b. All other offices: Destroy when 5 years old.</i>		
70	7160-3 Reports	NN-166-136	
	<i>a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.</i>		
	<i>b. All other offices: Destroy when 5 years old.</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
55	71405-7 Policy and Testimony <i>Copies of Congressional Testimony and correspondence.</i> a. Washington Office: Destroy when 6 years old. b. All other offices: Destroy when 1 year old.		
56	7140-6 Geographic Names a. Paper copy: <i>Destroy when no longer needed for administrative use.</i> All offices: Destroy when 5 years old. b. <i>If microfilmed, destroy paper copy when ascertained that the microform has been made in accordance with GSA see below</i>		
57	7140-7 Reports All offices: Destroy when 5 years old.		
58	7140-8 Cooperation All offices: Destroy when 5 years old.		
59	7140-8-1 OMB Circular A16 - Federal Geodetic Control Committee All offices: Destroy when 5 years old.		
60	7140-8-2 OMB Circular A16 - U.S. Geological Surveys All offices: Destroy when 5 years old.		
61	7140-9 Development (General correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
62	7140-9-1 Project (Case folders by projects) All offices: Destroy when project is completed.		
63	7150 Surveying (General correspondence) (Includes location, marking, and posting of lines). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.		
56b	<i>regulations and are adequate substitutes for the paper records.</i> c. Microfilm copy: <i>Destroy when no longer needed for administrative use.</i> SC 6-3-80		

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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
71	7170 Materials Engineering (General correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
72	7170-1 Planning All offices: Destroy when 10 years old.		
73	7170-1-1 Projects (Case folders by projects) All offices: Destroy when 10 years old.		
74	7170-2 Design All offices: Destroy when 10 years old.		
75	7170-2-1 Projects (Case folders by projects) All offices: Destroy when 10 years old.		
76	7170-3 Construction All offices: Destroy when 10 years old.		
77	7170-3-1 Projects (Case folders by projects) All offices: Destroy when 10 years old.		
78	7170-4 Maintenance and Operations All offices: Destroy when 10 years old.		
79	7170-4-1 Projects (Case folders by projects) All offices: Destroy when 10 years old.		
80	7170-5 Training All offices: Destroy when 5 years old or 5 years after completion of a specific training program.	GRS #1 Item 30b(1)	
81	7170-5-1 Projects (Case folders by projects). All offices: Destroy when 5 years old.		

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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
91	7240 Wire Communications All offices: Destroy when 3 years old.	NN-166-136	
92	7250 Electronics All offices: Destroy when 3 years old.	NN-166-136	
93	7260 Radio Frequency Management All offices: Destroy when 3 years old.	NN-166-136	
94	7300 Buildings and other Structures (General Correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.	NN-166-136	
95	7310 Buildings (General correspondence) (Includes site development, design, standards, construction, and reports). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.	NN-166-136	
96	7310-1 Reports All offices: Destroy when 10 years old.	NN-166-136	
97	7310-2 Projects (Case folders by projects). See note 4	NN-166-136	
98	7320 Tramways, Ski Lifts, and Tows (General Correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.	NN-166-136	
99	7320-1 Projects (Case folders by projects). See note 4		
100	7400 Public Health and Pollution Control Facilities (General Correspondence). <i>Office</i> a. Washington, Regional, Area and Experiment Stations: <i>Permanent. Offer to NARS when 20 years old in 5 year blocks.</i> <i>Transfer to FARC when 5 years old.</i> SC 6-3-80		<i>2"</i> <i>4 1/2 yr.</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
82	7170-6 Studies All offices: Destroy when 10 years old.		
83	7170-6-1 Projects (Case folders by projects) All offices: Destroy when 10 years old.		
84	7170-7 Trial Use All offices: Destroy when 10 years old.		
85	7170-7-1 Projects (Case folders by projects) All offices: Destroy when 10 years old		
86	7200 Communications and Electronics (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.	NN-166-136	
87	7210 Communications Management a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old. b. All other offices: Destroy when 3 years old.	NN-166-136	
88	7220 Communications Planning All offices: Destroy when 10 years old.	NN-166-136	
89	7220-1 Reports (Includes technical characteristics which contains critical performance parameters for radios procured by Forest Service). a. Washington, Regional, Area and Experiment Stations: Destroy when 15 years old. b. All other offices: Destroy when 10 years old.	NN-166-136	
90	7230 Radio Communications All offices: Destroy when 3 years old.	NN-166-136	

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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
101	<p><i>b. All other offices: Destroy when 2 years old.</i></p> <p>7400-1 Reports</p> <p><i>All offices: Destroy when 10 years old.</i></p>	NN-166-136	DISPOSAL NOT APPROVED
102	<p>7410 Administration (General correspondence)</p> <p><i>a. Washington, Regional, Area and Experiment Stations:</i></p> <p><i>Destroy when 3 years old.</i></p> <p><i>b. All other offices: Destroy when 2 years old</i></p>		
103	<p>7410-1 Water Supply</p> <p><i>All offices: Destroy when 10 years old.</i></p>		
104	<p>7410-2 Sewage</p> <p><i>All offices: Destroy when 10 years old.</i></p>		
105	<p>7410-3 Solid Waste</p> <p><i>All offices: Destroy when 10 years old.</i></p>		
106	<p>7410-4 Pollution Abatement</p> <p><i>All offices: Destroy when 10 years old.</i></p>		
107	<p>7420 Water Supply (General correspondence).</p> <p><i>a. Washington, Regional, Area and Experiment Stations:</i></p> <p><i>Destroy when 3 years old.</i></p> <p><i>b. All other offices: Destroy when 2 years old.</i></p>		
108	<p>7420-1 Projects (Case folders by projects)</p> <p><i>See note 4</i></p>		
109	<p>7430 Waste Water (General correspondence--Includes storage and treatment).</p> <p><i>a. Washington, Regional, Area and Experiment Stations:</i></p> <p><i>Destroy when 3 years old.</i></p> <p><i>b. All other offices: Destroy when 2 years old.</i></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
110	7430-1 <i>Projects (Case folders by projects)</i> . <i>See note 4</i>		
111	7440 <i>Effluents</i> <i>All offices: Destroy when 10 years old.</i>		
112	7450 <i>Air Quality Stationary Sources</i> <i>All offices: Destroy when 10 years old.</i>		
113	7460 <i>Solid Waste (General correspondence)</i> . <i>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</i> <i>b. All other offices: Destroy when 2 years old.</i>		
114	7460-1 <i>Collection (Case folders by projects)</i> <i>See note 4</i>		
115	7460-2 <i>Disposal (Case folders by projects)</i> <i>See note 4</i>		
116	7460-3 <i>Storage (Case folders by projects)</i> . <i>See note 4</i>		
117	7470 <i>Toxic Material</i> <i>All offices: Destroy when 10 years old.</i>		
118	7480 <i>Vector Control</i> <i>All offices: Destroy when 10 years old.</i>		
119	7490 <i>Food Handling</i> <i>All offices: Destroy when 10 years old.</i>		
120	7500 <i>Water Storage and Transmission (General correspondence)</i> . <i>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</i> <i>b. All other offices: Destroy when 2 years old.</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
121	7500-1 Training All offices: Destroy when 5 years old or 5 years after completion of a specific training program	GRS # 1 Item 30b (1)	
122	7500- Reports All offices: Destroy when 10 years old	NN-166-136	
123	7500-3 Projects (Case folders by projects). See note 4		
124	7510 Administrative Procedures (General Correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
125	7510-1 Reports All offices: Destroy when 10 years old.		
126	7520 Design Practice (General Correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old,		
127	7520-1 Reports All offices: Destroy when 10 years old.	NN-166-136	
128	7530 Dams (General Correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. Permanent. Offer to NARS when 20 years old in 5 year blocks. Transfer to FARC when 5 yrs old. SC 6-3-80 b. All other offices: Destroy when 2 years old.	NN-166-136	1"/yr. DISPOSAL NOT APPROVED
129	7530-1 Reports All offices: Destroy when 10 years old.	NN-166-136	
130	7530-2 Projects (Case folders by projects) See note #5		DISPOSAL NOT APPROVED
131	7540 Channels (General correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. Permanent. Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 5 year blocks. SC 6-3-80 b. All other offices: Destroy when 2 years old.	NN-166-136	1"/yr. DISPOSAL NOT APPROVED

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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
132	7540-1 Projects (Case folders by projects) See note # 5		DISPOSAL NOT APPROVED
133	7550 Water-Control Structures (General correspondence) <i>Permanent. Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 5 year blocks. Destroy when 3 years old. SC 6-3-80</i> a. Washington, Regional, Area and Experiment Stations: <i>Destroy when 3 years old. SC 6-3-80</i> b. All other offices: Destroy when 2 years old.		DISPOSAL NOT APPROVED
134	7550-1 Reports a. Washington, Regional, Area and Experiment Stations: Destroy when 10 year old. b. All other offices: Destroy when 5 years old.	NN-166-136	
135	7550-2 Projects (Case folders by projects) See note # 5		DISPOSAL NOT APPROVED
136	7560 Construction Inspection (General Correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
137	7560-1 Reports All offices: Destroy when 10 years old.	NN-166-136	
138	7570 Dam-Management System (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
139	7570-1 Inventory See note 4		
140	7570-2 Operation and Maintenance See note 4		

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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
141	7570-3 Inspections See not 4		
142	7600 Electrical Engineering (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
143	7610 Electrical Power Generation (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
144	7610-1 Projects (Case folders by projects) See note 4		
145	7620 Electrical Transmission (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
146	7620-1 Projects (Case folders by projects) See note 4		
147	7630 Electrical Distribution (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
148	7630-1 Projects (Case folders by projects) See note 4		

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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
149	7640 Electrical Service (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
150	7640-1 Projects (Case folders by projects) See note 84		
151	7650 Premises Wiring System (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
152	7650-1 Projects (Case folders by projects) See note 84		
153	7660 Electrical Utilization Equipment (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
154	7660-1 Projects (Case folders by projects) See note 84		
155	7700 Transportation System (General correspondence on overall system) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.	NN-166-136	
156	7700-1 Reports a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old b. All other offices: Destroy when 5 years old.	NN-166-136	

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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
157	7700-2 Training All offices: Destroy when 5 years old or 5 years after completion of a specific training program.	GRS#1 Item 30b(1)	
158	7710 Transportation Planning (General correspondence) (Correspondence pertaining to roads, trails, highways, airfields, other special facilities, and traffic-control systems too broad to file under a specific secondary or tertiary subject. a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
159	7710-1 Transportation Information System (TIS) a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old. b. All other offices: Destroy when 5 years old.		
160	7710-2 Studies and Analysis (Case folders)--Case studies pertaining to area or project planning prior to or not related to the development of a project. a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old. b. All other offices: Destroy when 3 years old.		
161	7710-3 Plans (Forest development transportation plans). a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old. b. All other offices: Destroy when 5 years old.		
162	7710-3-1 Inventory a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old. b. All other offices: Destroy when 3 years old.		

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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
163	<p>7710-4 Projects-Development Planning (Case folders by projects) Case studies which are specifically planned for project development.</p> <p>All offices: Destroy when 5 years old.</p>		
164	<p>7710-5 Cooperation (Records pertaining to working relations and coordination between Forest Service and other public land management agencies, Federal Transportation and Highway Administration, State Transportation or highway agencies, and private ownerships).</p> <p>All offices: Destroy when 10 years old.</p>		
165	<p>7710-5-1 Cooperative Agreements</p> <p>All offices: Destroy 10 years after termination of agreement.</p>		
166	<p>7710-5-2 Memorandums of Understanding</p> <p>All offices: Destroy 10 years after termination of memorandum of understanding.</p>		
167	<p>7710-5-3 Other Agreements (Including road-rental agreements)</p> <p>All offices: Destroy 5 years after termination of agreement.</p>		
168	<p>7710-5-4 Projects (Case folders by project)</p> <p>See note 4</p>		
169	<p>7720 Development (General correspondence)</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
170	<p>7720-1 Roads (General Correspondence, including records pertaining to Forest Service road-safety program).</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 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
171	7720-1-1 Designs, Standards, and Specifications All offices: Destroy when 10 years old.		
172	7720-1-2 Construction (General correspondence relating to road construction). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
173	7720-1-3 Structures All offices: Destroy when 10 years old.		
174	7720-1-4 Projects (Case folders by projects) see note 4		
175	7720-2 Forest Highways (General Correspondence). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
176	7720-2-1 Projects (Case folders by projects) See note 4		
177	7720-3 Trails (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
178	7720-3-1 Designs All offices: Destroy when 10 years old		
179	7720-3-2 Structures All offices: Destroy when 10 years old.		
180	7720-3-3 Projects (Case folders by projects) See note 4		

Request for Records Disposition Authority— Continuation		JOB NO	PAGE OF 24*
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
181	7720-4 Water Facilities (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
182	7720-4-1 Designs All offices: Destroy when 10 years old.		
183	7720-4-2 Construction (General correspondence relating to construction of water facilities). a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
184	7720-4-3 Projects (Case folders by projects) See note 4		
185	7720-5 Airfields (General correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		
186	7720-5-1 Designs All offices: Destroy when 10 years old.		
187	7720-5-2 Construction All offices: Destroy when 10 years old.		
188	7720-5-3 Projects (Case folders by projects) See note 4		
189	7730 Transportation System Operation (General Correspondence) a. Washington, Regional, Area and Experiment Stations: Destroy when 3 years old. b. All other offices: Destroy when 2 years old.		

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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
190	7730-1 Traffic Management Operations All offices: Destroy when 5 years old.		
191	7730-1-1 Traffic Studies (Case folder) a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old. b. All other offices: Destroy when 5 years old.		
192	7730-2 Road Users Cost Sharing a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old. b. All other offices: Destroy when 5 years old.		
193	7730-3 Regulation and Control (Includes rules, permits, agreements, closures, enforcement procedures, etc., for roads, trails, and other facilities). a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old. b. All other offices: Destroy when 5 years old.		
194	7730-4 Road Maintenance All offices: Destroy when 10 years old.		
195	7730-4-1 Projects (Case folders by projects) a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old. b. All other offices: Destroy when 20 years old.		
196	7730-5 Structure Maintenance All offices: Destroy when 10 years old.		
197	7730-5-1 Projects (Case folders by projects) a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old.		

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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
198	<p><i>b. All other offices: Destroy when 20 years old.</i></p> <p>7730-6 Forest Highway Maintenance</p> <p><i>All offices: Destroy when 10 years old.</i></p>		
199	<p>7730-6-1 Projects (Case folders by projects)</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 25 years old.</i></p>		
200	<p>7730-7 Trail Maintenance</p> <p><i>All offices: Destroy when 10 years old.</i></p>		
201	<p>7730-7-1 Projects (Case folders by projects)</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 20 years old.</i></p>		
202	<p>7730-8 Water Facility Maintenance</p> <p><i>All offices: Destroy when 10 years old.</i></p>		
203	<p>7730-8-1 Projects (Case folders by projects)</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 20 years old.</i></p>		
204	<p>7730-9 Airfield Maintenance</p> <p><i>All offices: Destroy when 10 years old.</i></p>		
205	<p>7730-9-1 Projects (Case folders by projects)</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 20 years old.</i></p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
69A	<p>7160-2 Installation Maintenance</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>	NN-166-136	
85A	<p>7180 Internal Energy Conservation (General correspondence relating to practices within the Forest Service geared toward meeting the National need for attaining greater energy sufficiency).</p> <p>All offices: <u>PERMANENT</u>. Offer to NARS when 25 years old. Annual accumulation: 2 cubic feet.</p>		

Note 1

Equipment Development Centers: (1) Maintain project records and reports until no longer needed for administrative use. Entire record may be microfilmed in accordance with the provisions of FPMR 101-11.5 and (2) the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. (3) Microfilm copy: Destroy when no longer needed for administration use.

Note 2

Equipment Development Centers: (1) Facilities records will be maintained for a period of not less than 7 years after the life of the facility. Entire record may be microfilmed in accordance with the provisions of FPMR 101-11.5 and (2) the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. (3) Microfilm copy: Destroy 7 years after the life of the facility.

Note 3

- a. Regional Offices: (1) Surveying records shall be maintained until no longer needed for administrative or legal use. Regions should work with each State to determine the legal status of microform survey records. Where microform records are acceptable as legal evidence and/or original data is on file with a State or local Government unit, the record should be microfilmed in accordance with the provisions of FPMR 101-11.5 and (2) the original destroyed after the microfilmed copies have been reviewed and found satisfactory. (3) Microfilm copy: Destroy when no longer needed for administrative or legal use.
- b. All Other Offices: Destroy when 5 years old.

Note 4

- a. Regional Offices: The Regional Forester shall retain these records for a period of not less than 7 years after the life of the project and shall designate the unit responsible for this retention. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of FPMR 101-11.5 and (2) the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. (3) Microfilm copy: Destroy 7 years after the life of the facility.
- b. All Other Offices: (1) Destroy when 10 years old. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of FPMR 101-11.5 and (2) the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. (3) Microfilm copy: Destroy when no longer needed for administrative use.

Note 5

- a. Regional and Forest Supervisor's Offices:

Paper copy and microfilm copy made in accordance with the FPMRs:
DISPOSAL NOT AUTHORIZED.

- b. All Other Offices: (1) Destroy when 10 years old. When retention beyond 10 years is required, entire record should be microfilmed in accordance with the provisions of FPMR 101-11.5 and (2) the originals destroyed after the microfilmed copies have been reviewed and found satisfactory. This includes all Forest Service facilities. (3) Microfilm copy: Destroy when no longer needed for administrative use.