

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

*Rec'd NCD 7 Apr 80*

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  
*See Below*

4 NAME OF PERSON WITH WHOM TO CONFER  
*Eddie L. Wade*

5 TEL EXT  
*447-6101*

LEAVE BLANK	
JOB NO	<i>NC1-95-80-2</i>
DATE RECEIVED	<i>4-7-80</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
<b>WITHDRAWN</b>	

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 13 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
<i>4/1/80</i>	<i>Hoyt L. Abney</i>	<i>Records Management Officer</i>

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<i>This retention schedule covers records under file designation 1900 series "Planning" for the Washington Office and Field Units. Seven (7) organizational units are responsible for planning: 1900 Series (Administrative Management), 1910 (Resource Program and Assessment), 1920 (Land Management Planning), 1930 (Program Development and Budget), 1940 (Administrative Management), 1950 (Program and Legislation/Environmental Coordinator), 1960 (Policy Analysis) and 1990 (Research). A small portion of these records were included generally in Schedule NN-166-136 file designations. The objective of planning in the Forest Service is to provide a sound basis for systematic decisionmaking at all levels in the organization, including provisions for controlling implementation, monitoring effectiveness, and when necessary, revising or amending approved plans. Five (5) Federal Acts provide the foundation for Forest Service planning: 1. Forest and Rangeland Renewable Resources Planning Act (RPA) 1974; as amended; 2. Multiple Use Sustained Yield Act of 1960; 3. National Environmental Policy Act (NEPA) of 1969, as amended; 4. Cooperative Forestry Assistance Act of 1978, and; 5. Forest and Rangeland Renewable Resources Research Act of 1978.</i>		<b>WITHDRAWN</b>

*146 items*

*Closed Out: 3-5-81: K.T.D.*

## Request for Records Disposition Authority - Continuation

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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
1	<p>1900 Planning (Includes material relating to long-term strategic tactical and technical planning at all levels and within all organizational units; also includes integration and coordination among all planning activities).</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>		
2	<p>1900-1 Inquiries</p> <p>All offices: Destroy 3 months after trans. of reply</p>	GRS 14 Item 3 & 4	
3	<p>1910 Resources Planning Act (Correspondence and general material relating to the Nation's renewable resources and development of the Forest Service program at all levels, and not covered by a specific secondary subject).</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>		
4	<p>1910-1 President's Statement of Policy</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>1910-2 Assessment (Set up individual folders, for each 10-year assessment period).</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>		
6	<p>1910-2-1 General (Includes material relating to general and overall assessment).</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>		

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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
7	1910-2-2 Assumptions a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old. b. All other offices: Destroy when 5 years old.		
8	1910-2-3 Land Inventory a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old. b. All other offices Destroy when 5 years old.		
9	1910-2-4 Recreation a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old. b. All other offices: Destroy when 5 years old.		
10	1910-2-5 Wilderness a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old. b. All other offices: Destroy when 5 years old.		
11	1910-2-6 Wildlife and Fish a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old. b. All other offices: Destroy when 5 years old.		
12	1910-2-7 Range a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old. b. All other offices: Destroy when 5 years old.		
13	1910-2-8 Timber a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old. b. All other 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
14	<p>1910-2-9 Water</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>		
15	<p>1910-2-10 Minerals and Other Resources</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>		
16	<p>1910-2-11 Resources Interactions</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>		
17	<p>1910-2-12 Description of Forest Service Programs</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>		
18	<p>1910-3 Program (Set up individual case folders, as needed for each 5-year program period).</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>		
19	<p>1910-3-1 General (Includes overall and general program material).</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>		
20	<p>1910-3-2 Direction</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>		

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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
21	<p>1910-3-3 Analysis</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>		
22	<p>1910-3-4 Recreation</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>		
23	<p>1910-3-5 Wilderness</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>		
24	<p>1910-3-6 Wildlife and Fish</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>		
25	<p>1910-3-7 Range</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>		
26	<p>1910-3-8 Timber</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>		
27	<p>1910-3-9 Water</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>		
28	<p>1910-3-10 Minerals</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 25 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p>		
29	<p>1910-3-11 Human and Community Development</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>		
30	<p>1910-3-12 Lands</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>		
31	<p>1910-3-13 Soils</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>		
32	<p>1910-3-14 Facilities</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>		
33	<p>1910-3-15 Protection</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>		
34	<p>1910-4 Policy Issues</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>		
35	<p>1910- 5 Reports of the Forest Service (Includes materials relating to the annual evaluation report required by Section 8 of the Act). Four copies, including original, to be submitted to the National Archives</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 25 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p>		
36	<p>1920 Land and Resource Management Planning (Correspondence and general material not covered by a specific secondary subject, including records, documentation relating to flow of information, negotiation, interrelated planning actions among various types levels of land and resource management planning).</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>		
37	<p>1920-1 Regional Planning</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>		
38	<p>1920-1-1 Planning Process</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>		
39	<p>1920-1-2 Decision Documents (Includes the final Regional plan, amendments, and revisions).</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>		
40	<p>1920-1-3 Monitoring and 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>		
41	<p>1920-1-4 Regional Planning Criteria</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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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
	b. All other offices: Destroy when 5 years old.		
42	1920-2 Forest Planning		
	a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.		
	b. All other offices: Destroy when 5 years old.		
43	1920-2-1 Planning Process Records		
	a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.		
	b. All other offices: Destroy when 5 years old.		
44	1920-2-2 Decision Documents (Includes final Forest plan, amendments and revisions).		
	a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.		
	b. All other offices: Destroy when 5 years old.		
45	1920-2-3 Monitoring and Evaluation		
	a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.		
	b. All other offices: Destroy when 5 years old.		
46	1920-2-4 Forest Planning Criteria		
	a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.		
	b. All other offices: Destroy when 5 years old.		
47	1920-3 State Forest Resources Program		
	a. Washington, Regional, Area and Experiment Stations: Destroy when 25 years old.		
	b. All other offices: Destroy when 5 years old.		
48	1920-3-1 Program (Includes material, other than inventory related to development, implementation, and monitoring of State Forest Resources Programs).		



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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 25 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p>		
49	<p>1920-3-2 Inventory (Includes material related to collection of data for State Forest Resources programs).</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>		
50	<p>1920-4 Wilderness Classification (Includes material relating to studies for classification of specific wilderness. Folders alphabetically by name of area. Use 2320 for management of established wilderness).</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>		
51	<p>1920-4-1 RARE II (Includes material relating to the roadless area review and evaluation of 1977-78)</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>		
52	<p>1920-5 NRA Classification (Includes material relating to studies for national recreation areas. Folders alphabetically by name of area. Use 2370 for management of established NRA's).</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> <p>NOTE: When this is added, delete 5550 National Recreation Areas.</p>	Item 350 NN-166-136	
53	<p>1920-6 Wild and Scenic River Classification (Includes material relating to studies of potential wild, scenic, and recreational rivers. Folder alphabetically by name of river. Use 2370 for management of river designated in national system).</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 25 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p> <p>NOTE: When this is added, delete "3 River Survey" under 2510 Watershed Surveys and Plans.</p>	Item 55 NN-166-136	
54	<p>1920-7 Coastal Zone Management Program</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>		
55	<p>1920-8 Special Management Areas (Includes material relating to special land management classifications as may be directed by legislation or other authorization).</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>		
56	<p>1930 Program Development and Program Budgeting (Correspondence and general material not covered by a specific secondary subject; relating to preparation of short-term program proposals; development of budgets; and allocations of targets, funds, work force, and direction for the national, Region, Area, Station, and local levels).</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>		
57	<p>1930-1 Program Planning (Includes national direction and program budget instructions package).</p> <p>a. Washington, Office: Destroy when 10 years old.</p> <p>b. All other offices: Destroy when 5 years old.</p>		
58	<p>1930-2 Budget Presentation (Includes budget estimates).</p> <p>a. Washington Office: Destroy when 25 years old.</p> <p>b. Regional, Area and Experiment Station: 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
	<p>c. All other offices: Destroy when 3 years old.</p> <p>NOTE: When this is added, delete "includes budget estimates" from 65 20-1 Financial Plans.</p>	Item 490 NN-166-136	
59	<p>1940 Annual Work Planning (General Correspondence relating to technical plans that serve to implement land and resource management and program decisions contained in the integrated land and resource plan and budget allocations.</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>		
60	<p>1950 Forest Service National Environmental Policy Act (NEPA) (Correspondence and general material relating to assessments and decisionmaking processes required by the National Environmental Policy Act of 1969, and not covered by a specific secondary subject).</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>		
61	<p>1950-1 Project Environmental Assessment (Includes material supporting project environmental assessments. Set up case folder as needed).</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>		
62	<p>1950-2 Program Environmental Assessment (Includes material supporting program environmental assessments. Set up case folders as needed).</p> <p>a. Washington Office: Destroy when 10 years old.</p> <p>b. All other offices: Destroy when 15 years old.</p>		
63	<p>1950-3 Forest Service Environmental Impact Statement (EIS) (Includes material supporting an EIS. Set up case folders as needed).</p> <p>a. Washington Office: <u>PERMANENT</u>. Offer to NARS when 20 years old. Annual accumulation: 5 cu. ft.</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>b. All other offices: Destroy when 15 years old.</p> <p>NOTE: The WO will maintain a permanent library of final environmental impact statements.</p>		
64	<p>1950-4 Other Federal Agency Environmental Impact Statements (Set up case folders as needed).</p> <p>All offices: Destroy when 10 years old.</p> <p>1950-4-1 Statements for actions directly affecting National Forest System (NFS) lands or Forest Service State and Private Forestry (S&amp;PF) or research programs, or where Forest Service is a cooperating agency.</p> <p>a. Washington Office: Destroy when 1 year old.</p> <p>b. All other offices: Destroy when 15 years old.</p>		
65	<p>1950-4-2 Comments on other Agency Statements because of special expertise or indirect effect on Forest Service programs.</p> <p>All offices: Destroy when 1 year old.</p>		
66	<p>1950-5 State Environmental Impact Statements (Set up case folders as needed).</p> <p>All offices: Destroy when 3 years old.</p>		
67	<p>1960 Systematic Analysis (General Correspondence and material not covered by a specific secondary subject, relating to a systematic approach in addressing issues and opportunities and in evaluating alternatives to assist in decisionmaking).</p> <p>a. Washington Office: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		
68	<p>1960-1 Economic and Social Impact Analysis (Studies, analyses, reviews, and related records affecting FS program or activities. Case folder by subject matter.</p> <p>a. Washington Office: Destroy when 25 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		
69	<p>1960-2 Policy and Issue Analysis (Analyses, studies, and evaluation affecting FS programs or activities. Case</p>		

115-203

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## Request for Records Disposition Authority - Continuation

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ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 JOB NO	ACTION TAKEN
70	<p>folders by subject matter).</p> <p>a. Washington Office: Destroy when 25 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p> <p>1960-3 Progress Reports (Reports to Chief and Staff on major program and policy issue analysis).</p> <p>a. Washington Office: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p> <p>1990 Special Plans and Studies (Material that describes the authorities, objectives, and responsibilities for special programs, such as Surface Environment and Mining (SEAM)).</p> <p>a. Washington Office: Destroy when 25 years old.</p> <p>b. All other offices: Destroy when 10 years old.</p> <p>1990-1 Surface Environment and Mining (SEAM) (Material relating to research, development, and application program to help meet the Nation's energy crises).</p> <p>a. Washington Office: Destroy when 25 years old</p> <p>b. All other offices: Destroy when 10 years old.</p> <p>1990-2 Surface Mining Control and Reclamation</p> <p>a. Washington Office: Destroy when 25 years old.</p> <p>b. All other offices: Destroy when 10 years old.</p>		