

Rec'd NCI 1652480 1/14

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
US Department of Agriculture

2 MAJOR SUBDIVISION
Forest Service

3 MINOR SUBDIVISION
Administration (Civil Rights)

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

5 TEL EXT
447-6101

LEAVE BLANK

JOB NO

NCI-95-80-3

DATE RECEIVED
September 22, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-3-80 *Robert M. Wann*
Date 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 7 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 9/12/80 | D SIGNATURE OF AGENCY REPRESENTATIVE <i>Hyatt S. Albright</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>This retention schedule covers records under file designation 1700 series, Civil Rights. The Chief is the Equal Opportunity Officer for the Forest Service. The Deputy Chief for Administration is designated Deputy Equal Opportunity Officer for carrying out this program within the Washington Office and Service-Wide. Regional Foresters and Station Directors are designated Deputy Equal Opportunity Officers for carrying out the civil rights program in their assigned geographical areas. The Deputy Chief for Administration is responsible for the development, implementation, and coordination of all aspects of the Forest Service civil rights program, which includes employment and nonemployment activities. Each Deputy Chief, together with the Staff Directors, each Regional Forester, together with Staff Directors and Forest Supervisors, Station Directors and Assistant Directors, and each Area Director, together with their Assistant Directors, is assigned responsibility for implementing a comprehensive civil rights program to ensure that the intent of the law and the Forest Service rules and regulation are carried out effectively in all programs and activities. The objective is to ensure that no person is denied participation in, or the benefits of, any program or activity of the Forest Service because of race, color, creed, sex, marital status, age, handicap, religion, or national origin.</p> | | 685-... |

Closed Out: 11-10-80: K.T.D.
Copy sent to NNF

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 | 1700 Civil Rights (General Correspondence concerning civil rights too broad to be filed under a specific subject.) a. Washington Office: Destroy when 5 years old. b. All other offices: Destroy when 3 years old. | | |
| 2 | 1700-1 Inquiries (Routine acknowledgements, transmittals etc.) All offices: Destroy when 3 months old. | GRS 14, Item 3 | |
| 3 | 1710 Program Management (Correspondence relating to program planning techniques in the establishment of action items, and in the evaluation of efforts to achieve equality.) a. Washington Office: Destroy when 10 years old. b. Regional Offices, Area, Experiment Stations and Forest Supervisor Office: Destroy when 5 years old. c. All other offices: Destroy when 3 years old. | | |
| 4 | 1710-1 Civil Rights Affirmative Action Plans (Case folders for individual units.) All offices: Destroy when 10 years old. | | |
| 5 | 1720 Public Notification (Correspondence relating to distribution of information concerning services and /or products available to the public, i. e., wood permits, christmas tree permits, recreation facilities, etc.) a. Washington Office: Destroy when 5 years old. b. All other offices: Destroy when 3 years old. | | |
| 6 | 1730 Civil Rights Impacts (General Correspondence not relating to any specific impact statement.) a. Washington Office: Destroy when 5 years old. b. All other offices: Destroy when 3 years old. | | |

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| 7 | 1730-1 Civil Rights Impact Statements (Case files and material relating to specific impact statements.) a. Washington Office: Destroy when 15 years old. b. Regional Offices, Area and Experiment Stations. Destroy when 10 years old. c. All other offices: Destroy when 5 years old. | | |
| 8 | 1740 Training (Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs offered by government agencies or non-government institutions.) All offices: Destroy when 5 years old or when superseded or obsolete, whichever is sooner. | GRS 1, Item 30c | |
| 9 | 1750 Reports (Informational Reports or miscellaneous materials from other agencies or organizations not originating within the Forest Service.) a. Washington Office: Destroy when 3 years old. b. All other office: Destroy when 2 years old. | | |
| 10 | 1750-1 Civil Rights Accomplishment Reports (Case folders for individual units.) All offices: Destroy when 10 years old. 1750-2 Title VI Status Reports (Reports that ensure that no person is denied participation or the benefits of any program or activity of the Forest Service because of race, color, or national origin. Case folders for individual units.) All Offices: Destroy when 10 years old. | | |
| 11 | 1760 Equal Employment Opportunity (General Correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation, and agency EEO Committee meeting, and records including minutes and reports.) | GRS 1, Item 26g | |

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| | All Offices: Destroy when 3 years old, or when superseded or obsolete, whichever is applicable. | | |
| 12 | 1760-1 Special-Emphasis Programs (General Correspondence relating to below listed programs.) a. Washington Office: Destroy when 5 years old. b. All other office: Destroy when 3 years old. | | |
| 13 | 1760-1-1 Federal Women's Program a. Washington Office: Destroy when 10 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. c. All other Offices: Destroy when 3 years old. | | |
| 14 | 1760-1-2 Hispanic Employment Program a. Washington Office: Destroy when 10 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. /other c. All offices: Destroy when 3 years old. | | |
| 15 | 1760-1-3 Native American Program a. Washington Office: Destroy when 10 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. c. All other Offices: Destroy when 3 years old. | | |
| 16 | 1760-2 Special Programs a. Washington Office: Destroy when 10 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. c. All other offices: Destroy when 3 years old. | | |

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| 17 | 1760-2-1 Upward Mobility Program a. Washington Office: Destroy when 10 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. c. All other Offices: Destroy when 3 years old. | | |
| 18 | 1760-2-2 Cooperative Education Program a. Washington Office: Destroy when 10 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. c. All other Offices: Destroy when 3 years old. | | |
| 19 | 1760-2-3 Other Special Programs (Include employment of physically handicapped, mentally retarded, etc.) a. Washington Office: Destroy when 10 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. c. All other Offices: Destroy when 3 years old. | | |
| 20 | 1760-3 Housing a. Washington Office: Destroy when 10 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. c. All other Offices: Destroy when 3 years old. | GRS 1, Item 26e | |
| 21 | 1760-4 Complaints and Appeals (Case files of Complaints and Appeals with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, etc.) a. Washington Office: Destroy when 15 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. | GRS 1, Item 26b | |

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| 22 | 1770 c. All other Office: Destroy when 3 years old. Federal Financial Assistance Program (General Correspondence relating to issues not specifically listed below.) | | |
| 23 | 1770-1 a. Washington Office: Destroy when 5 years old. b. All other Offices: Destroy when 3 years old. Programs Covered by Title VI (Set up case folders for individual programs as needed.) All other Offices: Destroy when 5 years old. | | |
| 24 | 1770-2 a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old. b. All other Offices: Destroy when 5 years old. Assurances (Case files consisting of correspondence, agreements, plans, and related records.) | | |
| 25 | 1770-3 a. Washington Office, ^{/Regional,} Area, Experiment Stations and Forest Supervisor Office: Destroy when 10 years old. b. All other Offices: Destroy when 5 years old. Compliance Reviews (Case files consisting of reviews, background papers and correspondence relating to contractor employment practices.) | | |
| 26 | 1770-4 a. Washington, Regional, Area and Experiment Stations: Destroy when 10 years old. b. Forest Supervisor Offices: Destroy when 5 years old. c. All other Offices: Destroy when 3 years old. Complaints (Case files of complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, etc.) | | |

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| 27 | 1770-5 Noncompliance (Case files consisting of correspondence, noncompliance notices, reports, and related records.) a. Washington, Regional, Area, and Experiment Stations: Destroy when 10 years old. b. All other Offices: Destroy when 5 years old. | | |
| 28 | 1780 Direct Programs (Includes correspondence, complaints, and reports. Set up individual case folders as needed.) a. Washington, Regional, Area, and Experiment Stations: Destroy when 5 years old. b. All other Offices: Destroy when 3 years old. | | |
| 29 | 1780-1 Minority Participation and Targets (Set up individual folders for each activity, i. e., recreation, range(grazing) timber managemnet (free use permits,)and cooperative forestry (minority landowners assistance.)) a. Washington Offices: Destroy when 10 years old. b. Regional Offices, Area and Experiment Stations: Destroy when 5 years old. c. All other Offices: Destroy when 3 years old. | | |
| 30 | 1790 Minority Business Enterprise (Includes correspondence, questionnaires, and related records.) a. Washington Offices: Destroy when 5 years old. b. All other Offices: Destroy when 3 years old. | | |