

Rec'd No. 100/Nov 8/81

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

LEAVE BLANK	
JOB NO.	
NCI-95-81-4	
DATE RECEIVED	
MARCH 10, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-23-82	<i>[Signature]</i>
Date	Archivist of the United States

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  
Engineering

4. NAME OF PERSON WITH WHOM TO CONFER  
Sandy McGuinn

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 2 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 2/24/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Hoyt L. Abney	E. TITLE Records Management Officer
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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	This schedule covers items in the 7000 (Engineering) series. The file designation numbers and titles were approved in No. NCI-95-80-1. The corresponding disposition dates are pending approval of NARS. This is a request for review of the records as needed to establish retention periods for publication in the Forest Service Filing System Handbook (FSH 6209.11). <i>NCI-95-80-1 scheduled the Washington Office file.</i> 7140-5-1 Remote Sensing Coordination (Includes correspondence relating to efforts of coordination (both internal and external) to optimize benefits from and meet simultaneously, needs which are specific to remote sensing). <i>a. RO: PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 20 years old in 5 year blocks. SC 4-1-82</i> b. All Other Offices: Destroy when 1 year old.	(Item 49b)	
2	7400 Public Health and Pollution Control Facilities (Includes correspondence in general area of activities of public health and pollution control, not involving policy or a specific report or facility). b. All Other Offices: Destroy when 2 years old.	(Item 100t)	

115-107

*The FS records office agreed to this change. SC 4-1-82*

*Closed out: 4-29-82: K.T.L.*

*Copy to Agency & NARS Copy to NNPB 5-5-82*

*Mass data change sheet not necessary.*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

*Request*

**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
3	7530 Dams (Includes correspondence too broad in nature to be filed with a specific project.)  b. All Other Offices: Destroy when 2 years old.	(Item 128b)	WITHDRAWN
4	7530-2 Projects (Case folders by projects--include all substantive materials such as initial designs, plans, specifications, displays of drainage area, hydrologic data relating to building and/or maintenance of a facility.)  See note 4.	(Item 130a)	WITHDRAWN
5	7540 Channels (Includes general correspondence too broad in nature to be filed with a specific project.)  b. All Other Offices: Destroy when 2 years old.	(Item 131b)	WITHDRAWN
6	7540-1 Projects (Case folders by projects--include all substantive materials such as initial designs, plans, specifications, or other data relating to building and/or maintenance of a facility.)  See note 4.	(Item 132a)	WITHDRAWN
<p>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 to be satisfactory. This includes all Forest Service facilities. (3) Microfilm copy: Destroy 7 years after the life of the facility.</p> <p>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 to be satisfactory. (3) Microfilm copy: Destroy when no longer needed for administrative use.</p>			