

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

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

1. **FEDERAL AGENCY OR ESTABLISHMENT**  
U.S. Department of Agriculture

2. **MAJOR SUBDIVISION**  
Forest Service

3. **MINOR SUBDIVISION**  
Range

4. **NAME OF PERSON WITH WHOM TO CONFER**  
Norina G. Mosby  
( Sandy McGuinn)

5. **TEL EXT**  
382-9897

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JOB NO  NC1-95-81-5	
DATE RECEIVED March 16, 1981 <i>revision rec'd 13/7/83</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 2-8-83	<i>[Signature]</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 6 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 REVISED 11/24/82 2/24/81	D. SIGNATURE OF AGENCY REPRESENTATIVE Hoyt L. Abney <i>[Signature]</i>	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
	This schedule covers records in the 2200 series. They were approved generally in NN-166-136, and later subdivided and retention periods reduced in No. NC1-95-79-1. The major change is a request for increased retention periods at the Washington Office and/or Forest Supervisor's Office levels. It has been determined they need these periods as shown to meet demands imposed on the Forest Service for information concerning range analysis, fee studies, permits, and cooperation with state or local government agencies, permittee, or private landowners.		
✓ 1	2200-2 Training (Records and correspondence relative to all facets of range management training.)  <u>All Offices:</u> Destroy when 5 yrs old, or 5 yrs after completion of a specified training program.	GRS#1 Item 30b (1) (new)	
✓ 2	2200-3 Policy and Direction (Includes correspondence relating to policy or program direction concerning range conditions, criteria for classifying grazing lands, directed to other agencies on policy matters, or signed by the Chief of the Forest Service or the Secretary of USDA.)	(new)	

*27 items*

115-107  
copy to agency by RT Butler, 2/10/83  
to all FRC's except 6KP, 4/26/83 (MDC sheet attached to FRC copies)  
to NNB + NNF - 4/18/83 - by RT Butler

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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. <u>WO: Permanent.</u> Send to FARC 1 year after policy is superseded. Offer to NARS <sup>in 5-year blocks</sup> 25 years after policy is superseded. <i>1-6/yr. Arr. chrono within file code. depending on activity of function.</i></p> <p>B. <u>All other Offices:</u> Retain records in office. Destroy when no longer needed.</p>		
3	<p>2210 Range Management Planning (Correspondence of a general nature pertaining to proposed activities which may not have developed fully to create a specific case folder in the items following. Exclude correspondence of permanent value, which is filed in 2200-3.)</p> <p><u>All Offices:</u> Destroy when 10 years old.</p>	NCI-95-79-1 79-1 #3	
4	<p>2210-1 Range Allotment Management Plans (Includes correspondence, maps, and overlays, photos, trend transect records, grazing capacity estimates, tabulations, utilization records--permitted and actual use, and related summary report materials and administrative studies related to range analysis; environmental assessment and decision notices; and the allotment management plan. Includes ranges from which grazing may currently be excluded and previously prepared Range Analysis files. Contains all files previously designated as 2210-1, 2210-2, 2210-3, and 2220. Case file by allotment.)</p> <p>a. <u>Supervisors Offices:</u> Permanent. Transfer to FRC 1 year after the plan is revised or superseded. Offer to NARS <sup>in 5-year blocks</sup> 30 years after plan is revised or superseded by new plan. <i>Annual vol: 100 cu ft/yr. nationwide. Arranged: case files by allotment</i></p> <p>b. <u>All Other Offices:</u> Destroy 3 years after plan has been revised or superseded.</p>	<p><i>NCI-95-79-1, #4 a+b, 5a+b, 6a+b, 7a+b</i></p>	
5	<p>2220 Management of Ranges - It is proposed to delete this file designation and place the contents of these files in 2210-1.</p> <p><i>Grazing and Livestock Use Permit System</i></p> <p>2230 <del>XXXXXX</del> (Files consisting of general correspondence and related records too broad to file under specific secondary subjects. Appeal to grazing boards will be filed in pertinent case folders).</p> <p>a. <u>S.O.:</u> Destroy when 10 years old.</p> <p>b. <u>All Other Offices:</u> Destroy when 5 years old.</p>	<p><i>NCI-95-79-1, (Item 7)</i></p> <p><i>NCI-95-79-1, (Item 8)</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
✓ 6	<p>2230-1-1 Fee Studies (Case files consisting of all study material collected, including working papers, statistical summaries developed, or other information used in support of fee charged. Files are arranged chronologically. Records regarding monies collected for grazing are filed under 6530).</p> <p><u>NOTE:</u> Retention period begins after study is completed.</p> <p>a. <u>W.O.:</u> Destroy records when 50 years old.</p> <p>b. <u>All Other Offices:</u> Destroy when 3 years old.</p>	NCI-95-79-1, Item 10)	
↓ 7	<p>2230-2 Applications (Files consisting of application, supporting documents, and other supplemental information used in determining whether a permit should be issued).</p> <p><u>NOTE:</u> a. <u>S.O.:</u> If application is approved, it will be filed in the appropriated case file. If disapproved, <del>case file will be retained in office.</del> Destroy after 10 years <i>application will go into the general correspondence file 2230.</i></p> <p>b. <u>All Other Offices:</u> Not applicable.</p>	NCI-95-79-1, Item 11)	
↓ 8	<p>2230-3 Permit Case Files (Includes case files consisting of authorizing documents, supplements, amendments, correspondence and related records. Establish files by PERMIT TYPE: Term (Grazing Agreements, Private Land), Temporary, Livestock Use, other Permits. See FSM 2230. Arrange case file alphabetically by name of permittee.)</p> <p>a. <u>Supervisor's Office:</u> Transfer to FRC 10 years after file is closed. Destroy 75 years after file is closed.</p> <p>b. <u>Ranger District:</u> (Duplicate records) Retain records in <u>in office.</u> Destroy when administrative use ceases. <i>Not authorized for transfer to FRC.</i></p> <p>c. <u>All Other Offices:</u> Not Applicable</p> <p><u>NOTE:</u> 2230-3 Cattle and Horses, 2230-4 Private land, 2230-5 Sheep and Goats, and 2230-6 Other Permits, file designations are deleted. <u>Refile</u> existing records under 2230-3 Permit Case Files, <i>and dispose of in accordance with disposition for that item.</i></p>	NCI-95-79-1, Items 12, 13 14, 15)	

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✓ 9	2230-3-1 Permittee Card File (Includes FS-2200-8 Annual Record of Permitted Use. Card documents permittee, number and type of livestock. Allowed to graze, billing for season, etc.)  S.O: Retain record in office <sup>until no longer needed, then destroy.</sup> Do not send to FRC. <del>or NARS. Do not destroy.</del>	(new)	
✓ 10	2240-1 Structural (Correspondence and supporting documentation regarding structural improvements made to National Forest System lands, including items such as cattle guards, fences, gates, corrals, and water developments. Record of authorities and agreements to build such improvements under various cooperative programs between Forest Service and permittees will be filed in the appropriate permit case folder <u>under 2230-3.</u>  <u>NOTE:</u> Retention period applies after improvement is completed.  <u>All Offices:</u> Destroy 10 years after improvement is completed.	NCI-95-79-1, (Item 1)	
/ 11	2240-3 Incidents (Case folders consisting of any correspondence and supporting documentation regarding any complaints or complications resulting from any non-structural improvements to National Forest System lands. May include statements and other supporting data and photographs).  <u>All Offices:</u> Destroy when 10 years old.	NCI-95-79-1, (Item 2)	
✓ 12	2250-2 Associations (Files pertaining to various organizations formed by National Forest grazing permittees. They include specific documentation such as membership, minutes of meeting, memorandums of understanding, agreements, renewals, and general correspondence.)  <u>All Offices:</u> Destroy 25 years after termination of association.	NCI-95-79-1, (Item 24)	
✓ 13	2260 Wild Free-Roaming Horses and Burros (General correspondence--Files containing material of a general nature, too broad to fit into a specific case file).  <u>All Offices:</u> Destroy when 10 years old.	NCI-95-79-1, (Item 25)	

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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>2260-1 Cooperation Case File (Files consist of correspondence and cooperative agreements between Forest Service and other state or local government agencies, permittees, or private landowners regarding maintenance of wild horses and burros. Materials are arranged in case folders, by cooperators, and include documentation of joint land management plans for those properties immediately adjacent to National Forests which wild horse use as their natural range. May include cooperative agreements between Forest Service and State Livestock Boards regarding determination of ownership in case of dispute).</p> <p>a. <u>W.O.</u> and <u>R.O.</u>: Destroy 25 years after completion of agreement.</p> <p>b. All Other Offices: Do not send to FARC. Destroy 3 years after termination of agreement .</p>	<p><i>NCI-95-79-1,</i> (Item 26)</p>	
✓ 15	<p>2260-2 Designated Ranges (Files consisting of correspondence and management plans concerning those lands specifically designated by the Chief of the Forest Service as having emphasis placed on horse maintenance rather than multiple use. Case files by specific area).</p> <p><u>All Offices</u>: Destroy when 10 years old.</p>	<p><i>NCI-95-79-1,</i> (Item 27)</p>	
✓ 16	<p>2260-3 Management Plans (Case file by specific area containing all inventories of horses, statistical data regarding maintenance, studies, and maps. All documentation regarding use of any specific area for grazing of wild horses in conjunction with multiple use management of public lands. May include public input regarding horse maintenance).</p> <p><i>Volume: less than 1 cu ft nationwide</i> <i>Arranged by district, then by territory.</i></p> <p>a. <u>Supervisor's Office</u>: Permanent. Transfer to FRC 1 after plan is revised or superseded. Offer to NARS <sup>in 30 year blocks</sup> 30 years after plan is revised or superseded.</p> <p>b. <u>All Other Offices</u>: Destroy 10 years after plan has been superseded or revised.</p>	<p><i>NCI-95-79-1,</i> (Item 28)</p>	

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✓ 17	<p>2260-4 Relocation and Disposal (Files consisting of plans correspondence regarding adoption, relocation, and final disposal of wild horses. These plans are specifically formulated for individual ranges where overcrowding of wild horses has occurred. The animals are either placed under private maintenance or relocated to other National Forest areas. Files may also include correspondence involved in settling and disputes arising out of wild horses causing damage to private lands. Case folders by areas, as necessary).</p> <p>a. <u>W.O. and R.O.:</u> Destroy when 10 years old.</p> <p>b. <u>All Other Offices:</u> Transfer to FARC 3 years after closed. Destroy 25 years after case is closed.</p>	<p>NCI-95-79-1, (Item <del>29</del> 31)</p>	