

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NOV 19 1981

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

4. NAME OF PERSON WITH WHOM TO CONFER
Sandy McGuinn

5. TEL. EXT.
447-6101

LEAVE BLANK.

JOB NO.
NCI-95-81-6

DATE RECEIVED
May 19, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-8-83 *Robert M. Wain*
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 10 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 5/18/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Hoyt L. Abney</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
	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 (Programs and Legislation-Environmental Coordinator), 1960 (Policy Analysis), 1970 (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.		40 items

To agency, 12/12/83, by RTB
To NWS, NNI, NNF, and all FRC's except GKP - 12/14/83
MDC Sheet attached to FRC copies
Sent 12-15-83 by DMW

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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 correspondence and reports relating to coordination and interrelationships among the various planning processes at all levels in the Forest Service of materials that cannot be readily identified with one of the specific processes described in 1910 thru 1990.)</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 (Includes inquiries for 1900-1990). All Offices: Destroy 3 months after transmittal of reply.</p>	GRS 14 Items 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>		
✓ 4	<p>1910-1 President's Statement of Policy (Includes correspondence, review comments, and suggestions for the President's Statement of Policy transmitting RPA Assessment and Program to Congress. The final Statement of Policy will be filed under 1910-5.) See NOTE 1 at end of 1910.</p>	<p><i>A. All offices: IF files labelled "1910" are limited to general correspondence described in the above item, then Destroy when 5 yrs. old</i></p> <p><i>B. IF files labelled "1910" include files described in 1910-1 thru 1910-4 below, then use disposition given in Note 1 at end of 1910.</i></p>	
✓ 5	<p>1910-2 Assessment (General correspondence, public comments, and other assessment-related material not limited to one resource heading, including organization structure, plans, committees and other assignments, departmental direction and review, public participation and other review, Congressional oversight activities, and coordination with other agencies. Includes material prepared for formal distribution for review and comment, reporting process, or explaining the assessment.) See NOTE 1 at end of 1910.</p>		

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✓ 6	<p>1910-2-1 Assessment DATA BASE Files (Machine-readable and directly related records containing information on assessment analysis and findings. This system is designed to support the development of supply-demand relationships and interactions for resource outputs, effects, and services. The data contains information on costs, supply, demand, consumption, elasticity, and population for past and future years that cover a 50 year time period in 10 year periods. The data is organized around the basic resources; it is collected from and grouped by geographic locations. It is modified and updated every 10 years.</p> <p style="text-align: center;">PERMANENT</p> <p>a. Washington Office: Transfer to NARS when administrative use ceases, in 10 year blocks <i>Destroy in agency</i></p> <p>b. All other Offices: Destroy when need ceases.</p> <p>NOTE: Retention period applies to master file, backup tape, and record copy of users guide.</p>		<p><i>RTB NM 8/3/83</i></p>
✓ 7	<p>1910-2-2 Assumptions (Includes all materials relating specifically to development of basic assumptions for assessment analysis, such as population projections, estimates of economic activity, and analyses of alternative future relationships between basic assumptions and resource use.)</p> <p>See NOTE 1 at end of 1910.</p>		
✓ 8	<p>1910-2-3 Land Inventory (Includes information and public comments relating to land and water areas, vegetative cover, general productivity, land classification, description of ecosystems, and past and expected trends in land and water area and use.)</p> <p>See NOTE 1 at end of 1910.</p>		

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✓ 9	<p>1910-2-4 Recreation (Includes information and public comments relating to the past, present, and future supply of and demand for recreation activities, issues relating to this resource, potential and opportunities for expanding supplies, impacts of recreation management and use on other resources, and techniques for resource analysis.)</p> <p>See NOTE 1 at end of 1910.</p>		
10 ✓	<p>1910-2-5 Wilderness (Includes information and public comments relating to the past, present, and future supply of and demand for wilderness activities, issues relating to this resource, potential and opportunities for expanding supplies, impacts of recreation management and use on other resources, and techniques for resource analysis.)</p> <p>See NOTE 1 at end of 1910.</p>		
11 ✓	<p>1910-2-6 Wildlife and Fish (Includes information and public comments relating to the past, present and future supply of and demand for wildlife and fish activities, issues relating to this resource, potential and opportunities for expanding supplies, impacts of recreation management and use on other resources, and techniques for resource analysis.)</p> <p>See NOTE 1 at end of 1910.</p>		
12 ✓	<p>1910-2-7 Range (Includes information and public comments relating to the past, present, and future supply of and demand for range activities, issues relating to this resource, potential and opportunities for expanding supplies, impacts of recreation management and use on other resources, and techniques for resource analysis.)</p> <p>See NOTE 1 at end of 1910.</p>		

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13 ✓	<p>1910-2-8 Timber (Includes information and public comments relating to the past, present, and future supply of and demand for timber activities; issues relating to this resource, potential and opportunities for expanding supplies, impacts of recreation management and use on other resources, and techniques for resource analysis.)</p> <p>See NOTE 1 at end 1910.</p>		
14 ✓	<p>1910-2-9 Water (Includes information and public comments relating to the past, present, and future supply of and demand for water activities, issues relating to this resource, potential and opportunities for expanding supplies, impacts of recreation management and use on other resources, and techniques for resource analysis.)</p> <p>See NOTE 1 at end of 1910.</p>		
15 ✓	<p>1910-2-10 Minerals and Other Resources (Includes information and public comments relating to the past, present, and future supply of and demand for minerals and other resource activities, issues relating to this resource, potential and opportunities for expanding supplies, impacts of recreation management and use of other resources, and techniques for resource analysis. Resources here include minerals, urban forestry, wetlands, air, and other items related to, but not expressly included in, the renewable resource categories in sections 2-4 thru 2-9.)</p> <p>See NOTE 1 at end of 1910.</p>		
16 ✓	<p>1910-2-11 Resources Interactions (Includes information and public comments related to interactions between resources as a result of management and use, and techniques for analyses of these interactions.)</p> <p>See NOTE 1 at end of 1910.</p>		

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17 ✓	<p>1910-2-12 Description of Forest Service Programs (Includes information and public comments relating to the description of Forest Service Programs and responsibilities called for in section 3 (a)(3) of the Forest and Rangeland Renewable Resources Planning Act of 1974 as amended.)</p> <p>See NOTE 1 at end of 1910.</p>		
18	<p>1910-3 Program (General correspondence and other program related material not limited to one resource heading, including organization structure, plans, committees and other assignments, public participation and other review, departmental direction and review, congressional oversight activities, and coordination with other agencies. Also material prepared for formal distribution for review and comment, reporting progress, or explaining the program.)</p> <p>See NOTE 1 at end of 1910.</p>		
19	<p>1910-3-1 Program DATA BASE Files (Machine-readable and directly related records containing information on program development from an analysis of alternatives. This system is designed to support the development of national alternatives for long-range strategies in the management of natural resources (land, labor, capital) and their outputs, effects, and services that they produce. The data contains information on supply, costs, productivity, environmental and social implications for a 50 year time span in 5 and 10 year periods. The data is organized around the basic resources; it is collected from and grouped by geographic and administrative locations. It is modified and updated every 5 years.</p> <p><i>Destroy in agency when administrative need ceases.</i></p> <p>a. Washington Office: PERMANENT. Transfer to NARS when administrative use ceases in 5 year blocks.</p> <p>NOTE: Retention period applies to master file, backup tape, and record copy of users guide.</p> <p>b. All Other Offices: Destroy when need ceases.</p>		

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20	<p>1910-3-2 Direction (Includes copies of all directions and issues pertaining to the RPA Program development process except for directions relating to Policy Issues and Analysis, which are included in 1910-4 and 1910-3-3, respectively.)</p> <p>See NOTE 1 at end of 1910.</p>		
21	<p>1910-3-3 Analysis (Includes material specifically relating to the analysis procedures used in the RPA program development process such as unit cost analysis, benefit value analysis, discount rate analysis, present net worth, physical/biological, social, and other economic analysis.)</p> <p>See NOTE 1 at end of 1910.</p>		
22	<p>1910-3-4 Recreation (Includes public comments and all process and analysis result information relating specifically to the recreation element in the development of the Recommended Program.)</p> <p>See NOTE 1 at end of 1910.</p>		
23	<p>1910-3-5 Wilderness (Includes public comments and all process and analysis result information relating specifically to the wilderness element in the development of the Recommended Program.)</p> <p>See NOTE 1 at end of 1910.</p>		
24	<p>1910-3-6 Wildlife and Fish (Includes public comments and all process and analysis result information relating specifically to the wildlife and fish element in the development of the Recommended Program.)</p> <p>See NOTE 1 at end of 1910.</p>		
25	<p>1910-3-7 Range (Includes public comments and all process and analysis result information relating specifically to the range element in the development of the Recommended Program.)</p> <p>See NOTE 1 at end of 1910.</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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26	1910-3-8 Timber (Includes public comments and all process and analysis result information relating specifically to the timber element in the development of the Recommended Program.) See NOTE 1 at end of 1910.		
27	1910-3-9 Water (Includes public comments and all process and analysis result information relating specifically to the water element in the development of the Recommended Program.) See NOTE 1 at end of 1910.		
28	1910-3-10 Minerals (Includes public comments and all process and analysis result information relating specifically to the minerals element in the development of the Recommended Program.) See NOTE 1 at end of 1910.		
29	1910-3-11 Human and Community Development (Includes public comments and all process and analysis result information relating specifically to the human and community development element in the development of the Recommended Program.) See NOTE 1 at end of 1910.		
30	1910-3-12 Lands (Includes public comments and all process and analysis result information relating specifically to the Lands element in the development of the Recommended Program.) See NOTE 1 at end of 1910.		
31	1910-3-13 Soils (Includes public comments and all process and analysis result information relating specifically to the soils element in development of the Recommended Program.) See NOTE 1 at end of 1910.		

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32	1910-3-14 Facilities (Includes public comments and all process and analysis result information relating specifically to the facilities element in the development of the Recommended Program.) See NOTE 1 at end of 1910.		
33	1910-3-15 Protection (Includes public comments and all process and analysis result information relating specifically to the protection element in the development of the Recommended Program.) See NOTE 1 at end of 1910.		
34	1910-4 Policy Issues (Includes all material and directions relating to Policy issue identification, organization, and procedures, but does not include decisions or rationale for them which is to be found within resource element files 1910-3-4 thru 1910-3-15.) See NOTE 1 at end of 1910.		
35	1910-5 Reports of the Forest Service (Includes the final President's Statement of Policy and any Congressional revisions, the Annual Report of the Forest Service as required by Section 8 of the Forest and Rangeland Renewable Resources Planning Act, as amended, and the published Assessment and published Report to Congress on the Nation's Renewable Resources.) Arr. by report. a. Washington Office: PERMANENT. Offer to NARS when 30 years old in 10 year blocks. Est. annual accumulation: 1/10 cu. ft. Destroy in agency when no longer needed for reference purposes. NOTE for FSH 6209.11: PERMANENT in originating office only. b. All Other Offices: Destroy when 25 years old.		RB NM 9/15/83
36	1910-6 Public Involvement in Planning (Includes correspondence concerning overall public involvement activities and comments concerning RPA which do not relate to a particular resource element or the program or assessment documents specifically.) See NOTE 1 at end of 1910.		

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	<p>NOTE 1: a. Washington Office, Regional, Area or Experiment Stations: Destroy when 25 years old.</p> <p>b. All Other Offices: Destroy when 5 years old.</p>		