

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

LEAVE BLANK	
JOB NO	
NCI-95-81-8	
DATE RECEIVED	
May 28, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-2-82 Date	<i>[Signature]</i> 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

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 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
5/26/81	<i>[Signature]</i> Hoyt L. Abney	Records Management Officer

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 records under file designation 1920 (Land Management Planning).  1920 Land and Resource Management Planning (General correspondence not covered by specific secondary subjects. Includes memorandums, review comments, negotiation decisions and direction for planning between national, regional, Forest, or State levels within the Forest Service. Contains documentation relating to the flow of information, negotiations, interrelated planning, and all significant correspondence with Congress and the general public which is signed by the Chief and his Deputies.)  a. Washington, Regional, Area and Experiment Stations: PERMANENT Est. annual cu. ft. 5 Offer to NARS when <del>5</del> <sup>20</sup> yrs. old. b. All Other Offices: Destroy when 10 years old.		
2	1920-1 Regional Planning (Correspondence and information related to regional planning, including communication between regions or with the national or Forest levels from a given Region, correspondence with other agencies, State and local governments,		70 items 45 items

115-107  
*Mass Change Data sheet Required*  
*The records officer has agreed to all these changes SC 5-18-82*  
*Closed out: 6-30-82: P.T.D.*  
*copy to agency, 6/10/82*  
*to NNF + all PRC'S except 3FN-M & 6NCP - 6/18/82*  
**STANDARD FORM 115**  
 Revised April, 1975  
 Prescribed by General Services Administration  
 FPMR (41 CFR) 101-11.4

**Request for Records Disposition Authority – Continuation**

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	<p>or with private individuals or interest groups. File the Final Regional Plan and any amendments under 1920-1-2.)</p> <p>a. Regional, Area, and Experiment Stations: <b>PERMANENT.</b> <i>Offer to NARS</i> Destroy when 20 years old. <i>SC 5-18-82</i></p> <p>b. All Other Offices: Destroy when 10 years old.</p>		
3	<p>1920-1-1 Regional Planning Process (Documentation of the planning process used at the Regional level, required by the National Forest Management Act, Section 6 regulations. Includes interdisciplinary team meeting minutes, decisions, and direction from the Chief, Regional Forester or Area Director, etc. Includes documentation of all of the specific actions taken in the planning process, including but not limited to, the work plan, correspondence on discussions between the interdisciplinary planning team leader or his immediate Core team or various functional areas related to functional requirements and information requirements of the planning process, data information files or other documentation of analytical procedures, collection procedures, or any general process actions proposed or used throughout the planning process. Must maintain all evidentiary material as potential legal or court evidence.)</p> <p>a. Regional Office: <b>PERMANENT. Offer to NARS</b> <i>1</i> Destroy when 20 years old. <i>SC 5-18-82</i></p> <p>b. All Other Offices: Destroy when 10 years old.</p> <p>c. Microfilm copy: If desired, a microfilm copy may be made in accordance with FPMR's for use as a working-file, and the original sent to FARC for retention. Do not destroy the original. The microfilm copy may be destroyed when administrative use ceases.</p>		
4	<p>1920-1-2 Regional Decision Documents (Includes the environmental impact statement, final Regional plan along with any amendments or revisions.)</p> <p>a. Regional Office: PERMANENT. Est. annual cu. ft. 2. Offer to NARS when <del>25</del> <i>20</i> yrs old.</p> <p>b. All Other Offices: Destroy when 10 years old.</p>		

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5	<p>c. Microfilm copy: If desired, a microfilm copy may be made in accordance with FPMR's for use as a working-file, and the original sent to NARS. Do not destroy the original. The microfilm copy may be destroyed when administrative use ceases.</p> <p>1920-1-3 Monitoring and Evaluation (Includes the written procedural requirements, as well as the results of monitoring activities and the evaluation of information.)</p> <p>a. Regional, Area, and Experiment Stations: Destroy when 25 years old.</p> <p>b. All Other Offices: Destroy when 10 years old.</p>		
6	<p>1920-1-4 Regional Planning Criteria (Includes evaluation and decision criteria and process criteria applied throughout the planning process; correspondence; and documentation records (mainly between the interdisciplinary team and the Regional Forester).</p> <p>a. Regional, Area, and Experiment Stations: Destroy when 25 years old.</p> <p>b. All Other Offices: Destroy when 10 years old.</p>		
7	<p>1920-1-5 Public Comments (Contains comments from the public which must be considered in the development of plans, and correspondence documenting response and status information.)</p> <p>All Offices: Destroy when 25 years old.</p>		
8	<p>1920-2 National Forest Planning (Correspondence and information related to forest planning, including communication between Regional offices and National Forests, and between Washington Office and Regional Offices. File final National Forest Plan and any amendments under 1920-2-2.)</p> <p>a. Supervisor's Office: Destroy when 25 years old.</p> <p>b. All Other Offices: Destroy when 10 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
9	<p>1920-2-1 National Forest Planning Process (Documentation of the planning process used at the National Forest level, required by the National Forest Management Act, Section 6 regulations. Includes decisions and direction given, and documentation of all of the specific actions taken in the planning process, including but not limited to, the work plan, correspondence on discussions related to functional requirements and information requirements of the planning process. Contains data information files or other documentation of analytical procedures, collection procedures, or any general process actions proposed or used throughout the planning process. Must maintain as evidentiary material as potential legal or court evidence.)</p> <p style="text-align: center;"><i>PERMANENT. Offer to NARS</i></p> <p>a. Supervisor's Office: <del>Destroy</del> when <del>15</del><sup>20</sup> years old. <i>1 SC 5-18-82</i></p> <p>b. All Other Offices: Destroy when 10 years old.</p> <p>c. Microfilm copy: If desired, a microfilm copy may be made in accordance with FPMR's for use as a working-file, and the original sent to FARC for retention. Do not destroy the original. The microfilm copy may be destroyed when administrative use ceases.</p>		<i>3 cu. ft./yr.</i>
10	<p>1920-2-2 National Forest Decision Documents (Includes the environmental impact statement, final Forest plan, amendments and/or revisions.)</p> <p>a. Supervisor's Office: PERMANENT. Est. annual accum. 5 cu. ft. Offer to NARS when <del>25</del><sup>20</sup> yrs old.</p> <p>b. All Other Offices: Destroy when 15 years old.</p> <p>c. Microfilm copy: If desired, a microfilm copy may be made in accordance with FPMR's for use as a working-file, and the original sent to NARS. Do not destroy the original. The microfilm copy may be destroyed when administrative use ceases.</p>		

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11	<p>1920-2-3 Monitoring and Evaluation (Includes the written procedural requirements, as well as the results of all field monitoring activities and the evaluation of information.)</p> <p>a. Supervisor's Offices: Destroy when 25 years old.</p> <p>b. All Other Offices: Destroy when 10 years old.</p>		
12	<p>1920-2-4 National Forest Planning Criteria (Evaluation and decision criteria and process criteria applied throughout the planning process; correspondence, and documentation records (mainly between the interdisciplinary team and the Forest Supervisor.)</p> <p>a. Supervisor's Offices: Destroy when 15 yrs. old.</p> <p>b. All Other Offices: Destroy when 10 years old.</p>		
13	<p>1920-2-5 Public Comments (Contains comments from the public which must be considered in the development of plans, and correspondence documenting response and status information.)</p> <p>All Offices: Destroy when 25 years old.</p>		
14	<p>1920-3 State Forest Resources Planning (Includes general correspondence concerning state forest resource planning and coordination with Forest Service. Excludes correspondence dealing with a specific plan or special project.)</p> <p>a. Washington Office: Destroy when 3 years old.</p> <p>b. All Other Offices: Destroy when 2 years old.</p>		
15	<p>1920-3-1 State Forest Resource Plans (Includes state plan, revisions, amendments, tables and attainment reports, and correspondence concerning development and publication of the state plan. Case files by state.)</p> <p>All Offices: Destroy when plan is superseded.</p>		

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16	<p>1920-3-2 Special Projects (Includes correspondence, work plans, reports, and documents concerning cooperative planning projects between state forestry or equivalent state official and the Forest Service. Case files by state.)</p> <p>All Offices: Destroy when administrative use ceases.</p>		
17	<p>1920-4 Wilderness Designation (Includes maps, tabular data, correspondence, and background information for on-going special studies related to areas proposed for wilderness designation. May also contain information which supports the congressional action taken. Excludes management of established wilderness, which is filed under 2320.)</p> <p><i>Offices</i></p> <p>a. Washington, Regional, Area and Experiment Stations: PERMANENT. Offer to NARS when <del>25</del> 20 years old. Est. annual accum. 3 cu. ft. <i>SC 5-18-82</i></p> <p>b. All Other Offices: Destroy when 10 years old.</p>		
18	<p>1920-4-1 RARE II (Includes the study, background data and information, and any associated records and correspondence related to the Roadless Area Review Evaluation of 1977-1978. Future designation information will be filed under 1920-4.)</p> <p><i>PERMANENT. Offer to NARS</i></p> <p>a. Washington Office: <del>Destroy</del> when <del>25</del> 20 yrs. old. <i>SC 5-18-82</i></p> <p>b. All Other Offices: Destroy when 10 yrs. old.</p>		
19	<p>1920-4-2 Public Comments on <del>Wilderness</del> <i>RARE II</i> (Includes comments and suggestions from the public concerning areas proposed for wilderness designation.)</p> <p>All Offices: Destroy when 25 years old.</p> <p><del>NOTE: IT HAS BEEN PROPOSED BY NARS THAT A SAMPLE GROUP OF PUBLIC COMMENTS BE SELECTED AS OF VALUE FOR PERMANENT RETENTION. ESTIMATED TOTAL ACCUMULATION IS 130 CU. Ft.</del></p>		
20	<p>1920-5 National Recreation Area Designation (Includes maps, tabular data, correspondence, and background information for on-going studies related to areas proposed for designation as National Recreation Areas. Excludes management of established NRAs,</p>		

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	<p>which are filed under 2370.)</p> <p>a. Washington, Regional, <del>Area and Experiment Stations</del>: PERMANENT. Offer to NARS when <sup>25</sup><del>20</del> years old. Est. annual accum. 1 cu. ft. <i>SC 5-19-82</i></p> <p>b. All Other Offices: Destroy when 10 years old.</p>		
21	<p>1920-6 Wild and Scenic River Designation (Includes the studies and any maps, tabular data, correspondence, and background information for on-going studies related to areas proposed for designation as wild and scenic rivers. May include correspondence between the Forest Service and the Department of Interior or the states involved. Excludes management of existing designated areas in the National Forest System, which are filed under 2370.)</p> <p>a. <del>WD, RO, A, &amp; ES</del>: PERMANENT Offer to NARS when 20 years old.</p> <p>b. All Offices: Destroy when 10 years old. <i>other SC 5-18-82</i></p>		<i>7 cu. ft / 10 yrs total</i>
22	<p>1920-7 Coastal Zone Management (Includes correspondence regarding coordination, monitoring, review, and implementation of state programs for management of coastal zones, particularly as they apply to Federal Activities per Coastal Zone Management Act, as amended (PL-92-583).)</p> <p>a. Washington Office: Destroy when 3 years old.</p> <p>b. All Other Offices: Destroy when 2 years old.</p>		
23	<p>1920-8 Special Management Areas (Includes all planning information and correspondence created as the result of an area designated for special management studies, outside of the normal planning process. This would include areas such as Mt. St. Helen's volcano, mud slides, or other special disaster areas. Excludes management records, which are filed under subject, such as 2800 Minerals.)</p> <p>a. Washington, Regional; <del>Area and Experiment Stations</del>: PERMANENT. Offer to NARS when <i>20 years old.</i> <del>administrative need ceases</del>. Est. annual accum. 1 cu. ft. <i>SC 5-18-82</i></p> <p>b. All Other Offices: Destroy when 10 years old.</p>		<i>WD: 8" / yr.</i>