

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

3 2081 1A

LEAVE BLANK

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

JOB NO

NCI-95-81-10

DATE RECEIVED

September 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

10-11-83 *[Signature]*
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 8 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 |
|---------|--------------------------------------|----------------------------|
| 8/25/81 | <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 | 1930 Program Development and Program Budgeting (Correspondence and general material not covered by a specific secondary subject; relating to preparation of short-term program proposals, development of budgets, and direction for the national, Region, Area, Station, and local levels. Excludes items in 6520 (including allocations.) All Offices: Destroy when 2 years old. | | <i>withdrawn- resubmitted as NCI-95-82-12</i> |
| 2 | 1930-1 Program Planning (Correspondence and reports documenting the development, operation, and maintenance of a program development and budgeting process and procedures that encompasses all program areas and organizational levels. Excludes instruction packages and annual budget proposals, which should be filed in 1930-1-1 and 1930-1-2 which follow.) All Offices: Destroy when 2 years old. | | |
| 3 | 1930-1-1 Program Budget Development Instructions (Includes correspondence transmitting and/or revising the final instructions, and record copy of package.) All Offices: Destroy when 5 years old. | | |

115-107 to agency, by RTB, 10/12/83
to NNF, NNB, + (all FRC's except 6KP- 10/18/83 by DMW), 11-1-83
NNF + NNB sent 10-25-83 by DMW. MDC sheet attached to FRC copies

| Request for Records Disposition Authority—Continuation | | JOB NO | PAGE OF |
|--|---|--------------------------|---|
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| 4 | 1930-1-2 WO Alternative Budget Proposals (Includes the initial budget presentation with alternatives, and subsequently required alternatives in written form, and related computer generated reports.) a. All Offices: Destroy when 5 years old. | | <i>withdrawn; re-submitted as NCI-95-8212</i> |
| 5 | 1930-2 Budget Presentation (Correspondence directly related to the budget estimates and presentation of the Forest Service budget. Excludes WO material which can be subdivided as shown below.) All Offices: Destroy when 2 years old. | | |
| 6 | 1930-2-1 Department Presentation (Includes budget material requested by the Department for formal submission; backup material; spread sheets, executive summary; analysis papers; questions and answers generated after formal submission.) a. Washington Office: Destroy when 3 years old. b. All Other Offices: Not applicable. | | |
| 7 | 1930-2-2 OMB Presentation (Includes material used in Department's formal presentation (marked-up 5's); back-up material; spread sheets; executive summary; analysis papers; questions and answers generated after formal submission; and the Budget Appendix material.) a. Washington Office: Destroy when 3 years old. b. All Other Offices: Not applicable. | | |
| 8 | 1930-2-3 Congressional Presentation (Includes Hearing preparation materials; capability statements; questions and answers and inserts for the record and miscellaneous requests from the Subcommittees, Committees and/or Congressional members and their staffs.) a. Washington Office: Destroy when 3 years old. b. All Other Offices: Not applicable. | | |
| 9 | 1930-2-4 Project Files (Includes all files not directly associated with the Department, OMB or Congressional Presentation (outlay report, inflation, | | |

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|--|--|--------------------------|--|
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| | receipts, etc.) a. Washington Office: Destroy when 3 years old. b. All Other Offices: Not applicable. | | <i>Withdrawn- re-submitted as NCL-95-82-12</i> |
| 10 | 1930-2-5 Agency and Department Estimates (Notebook prepared after "fine-tuning" of final submission. Include copy of cover letter and formal submission material (5's). a. Washington Office: Destroy when 3 years old. b. All Other Offices: Not applicable. | | |
| 11 | 1930-2-6 Explanatory Notes (Final publication) a. Washington Office: Destroy when 10 years old. b. All Other Offices: Destroy when 1 year old. | | |
| 12 | 1930-2-7 Historical Summaries (Includes "bed sheets", reports on obligations by object class, personnel summaries, information digests, etc.) a. Washington Office: Destroy when administrative need ceases. b. All Other Offices: Not applicable. | | |
| 13 | 1930-3 Program Planning and Allocation DATA BASE Files (Machine-readable records containing information on program budget proposals and allocations. This system (ADVENT) is designed to facilitate the development, presentation and justification of annual agency budget. The data contains information on costs, resource activities and outputs for the current year, budget year, and program proposal year. Information is organized around a project concept where resources (land, labor, and capital) are needed to produce outputs. Geographical coverage is identified by, and data is provided by, major field organization units.) a. Washington Office. Destroy when 10 years old. b. All Other Offices Destroy when 5 years old, or when administrative need ceases, whichever is later. | | |

| 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 |
| 14 ✓ | <p>1940 Annual Work Planning (Includes correspondence and planning documents pertaining to the annual work planning process that serves to implement land and resource management and program decisions made in the land and resource management and budget allocation process.)</p> <p>a. Washington, Regional, Area and Experiment Stations: Destroy when 5 years old.</p> <p>b. All Others: Destroy when 3 years old.</p> | | |
| 15 ✓ | <p>1950 Forest Service National Environmental Policy Act (NEPA) (Includes correspondence and general material relating to analysis and decisionmaking processes required by the National Environmental Policy Act of 1969, and not covered by a specific secondary subject.)</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> | | |
| 16 ✓ | <p>1950-1 Project Environmental Assessment (Includes material on site-specific projects supporting project environmental assessments. Assessments themselves are filed in project files under proper subject and case foldered by project.)</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> | | |
| 17 ✓ | <p>1950-2 Program Environmental Assessment (Includes material supporting program environmental assessments. Assessments themselves are filed in program files under proper subject and case foldered as needed.)</p> <p>a. Washington Office: Destroy when 10 years old.</p> <p>b. All Other Offices: Destroy when 15 years old.</p> | | |

| 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 |
| 18 ✓ | <p>1950-3 Forest Service Environmental Impact Statement (EIS) (Includes material supporting an EIS, as well as the Environmental Impact Statement itself.)</p> <p>All Offices: PERMANENT at origin. Offer to NARS when administrative need ceases. Est. annual accum. 3 cu. ft. See note 1 for microfilming instructions.</p> <p><i>in 5-year blocks</i> <i>See following page for disposition</i></p> | | |
| 19 ✓✓ | <p>1950-3-1 Comments (Includes correspondence related to EIS's, from other government agencies, the general public, and other sources.)</p> <p>a. All Offices: Destroy when 3 years old.</p> | | |
| 20 ✓✓ | <p>1950-4 Other Federal Agency Environmental Impact Statements (Case folder as needed by project.)</p> <p>All Offices: Destroy when 3 years old or administrative need ceases, whichever comes later.</p> | | |
| 21 ✓✓ | <p>1950-4-1 Statements (Includes statements for actions directly affecting National Forest System (NFS) lands or Forest Service State and Private Forestry (S&PF) or research programs, or where Forest Service is a cooperating agency.)</p> <p>a. Washington Office: Destroy when 3 years old, or when administrative need ceases, whichever comes later.</p> <p>b. All Other Offices: Destroy when 15 years old, or when administrative need ceases, whichever comes later.</p> | | |
| 22 ✓✓ | <p>1950-4-2 Comments (Includes comments on other Agency Statements because of special expertise or indirect effect on Forest Service programs.)</p> <p>All Offices: Destroy when 1 year old or when administrative need ceases, whichever comes later.</p> | | |
| 23 ✓✓ | <p>1950-5 State Environmental Impact Statements (Case folder as needed by project.)</p> <p>All Offices: Destroy when 3 years old.</p> | | |

Item 1950-3 (continued)

DISPOSITION:

a. PAPER

All Offices--

- 1) If not filmed--Destroy in agency when no longer needed for reference.
- 2) If filmed--Destroy in agency once film has been verified.

b. FILM

- 1) WO--PERMANENT. Offer silver original plus one duplicate copy to NARS in 5-year blocks when administrative need ceases. (Several inches/year)
- 2) All other offices, all other copies--Destroy in agency when no longer needed for reference.

RPB
NAM
9/30/83

This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Storage conditions shall adhere to the standards of 101-11.507 and 101-11.508. The first inspection shall be conducted 2 years after initial filming, and every two years thereafter.

| Request for Records Disposition Authority - Continuation | | JOB NO | PAGE OF |
|--|---|---|---|
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| 24 | <p>1960 Policy Analysis (Includes general correspondence and material concerning routine transactions such as trip reports, individual letters and memos answering requests, and progress reports not directly related to a specific study. Excludes correspondence of permanent value.)</p> <p>All Offices; a. Washington, Regions, and Areas: Destroy when 3 years old.</p> <p>b. All Other Offices: Not applicable.</p> | | |
| 25 | <p>1960-1 Policy and Interpretations (Includes correspondence reflecting official direction, procedural instructions, or policy guidance, signed by the Chief of the Forest Service or the Secretary of USDA.)</p> <p>a. Washington Office: PERMANENT. Offer to NARS when 10 years old in 5 year blocks. Est. annual accum. 1/10 cu. ft.</p> <p>b. All Other Offices: Destroy when administrative need ceases.</p> | | <p>Disposal Not Authorized, RTB NM 7/22/83</p> |
| 26 | <p>1960-2 Case Studies (Includes reviews, analyses and study reports, staff papers, and any related records that analyze current Forest Service or emerging policy issues. Case filed by ^{year, thereafter by} subject matter.)</p> <p>a. Washington, Regions, and Areas: ^{PERMANENT, offer to NARS in 5-yr blocks} Destroy when ^{10 years old} 10 years old.</p> <p>b. All Other Offices: Not applicable. Destroy when 10 yrs old or when no longer needed,</p> | <p>^{1/2 cf/yr or less} ^{when 20 yrs old}</p> | <p>RTB NM 7/22/83</p> |
| 27 | <p>1970 Economic and Social Analysis (Includes general correspondence regarding conditions related to the need for economic or social analysis. Excludes correspondence of permanent value, and case files for specific analyses, which are filed as shown below.)</p> <p>All Offices: Destroy when 3 years old.</p> | | <p>Disposal Not Authorized, RTB NM 7/22/83</p> |
| 28 | <p>1970-1 Policy and Interpretations (Includes correspondence reflecting official direction, procedural instructions, or policy guidance, signed by the Chief of the Forest Service or the Secretary of USDA.)</p> <p>a. Washington Office: PERMANENT. Offer to NARS when 10 years old in 5 year blocks. Est. annual accum.: 1/5 cu. ft.</p> | | <p>Disposal Not Authorized, RTB NM 7/22/83</p> |

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 |
|--------------|--|---------------------------|--|
| 29 | <p>b. All Other Offices: Destroy when 25 years old.</p> <p>✓ 1970-2 Studies and Analyses (Includes correspondence and all other material related to a specific analysis. Case file by study.)</p> <p>All Offices: Destroy 10 years after completion.</p> | } | <p>Disposal Not Authorized</p> <p>RTB NM 7/22/83</p> |
| 30 ✓ | <p>1990 Special Plans and Studies (Includes material that describes the authorities, objectives, and responsibilities for Surface Environment and Mining (SEAM)).</p> <p>✓ a. Washington Office: PERMANENT, offer to NARS in 5-yr blocks when Destroy when 25 years old.</p> <p>b. All Other Offices: Destroy when 10 years old.</p> | Ca 2 1/2 yr. Ann by year. | <p>RTB NM 7/22/83</p> |
| 31 ✓ | <p>1990-1 Surface Environment and Mining (SEAM) (Includes material relating to the research, development, and application program for environmentally safe techniques for the exploration, reshaping, restoration, revegetation, and rehabilitation of surface mined lands to help meet the Nation's energy crises.)</p> <p>✓ a. Washington Office: Destroy when 25 years old.</p> <p>b. All Other Offices: Destroy when 10 years old.</p> | | |
| 32 | <p>1990-2 Surface Mining Control and Reclamation (Includes background papers, etc. leading to determination of appropriate Federal officials on questions of suitability for surface mining and on valid existing rights.)</p> <p>All Offices: Destroy when 3 years old.</p> | | <p>Disposal Not Authorized</p> <p>RTB NM 7/22/83</p> |