

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

11 May 1982

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

LEAVE BLANK	
JOB NO.	NCI-95-82-5
DATE RECEIVED	May 11, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>Don 28 84</i> Date	<i>Robert H. Wang</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
US Department of Agriculture

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION
Wildlife and Fisheries (National Forest System)

4. NAME OF PERSON WITH WHOM TO CONFER
Norina G. Mosby

5. TEL EXT
382-9897

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 4/6/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Hoyt L. Abney</i>	E. TITLE Records Management Officer
--------------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The Forest Service through the Wildlife and Fisheries Unit has responsibility to manage fish and wildlife habitats, by analyzing the conditions of the habitats and improving them through improvement activities. The goal is to establish a greater habitat capacity to hold more animals.</p> <p>Wildlife and Fisheries has cooperative agreement with every State and a broad cooperative agreements with Bureau of Land Management and US Fish and Wildlife Service. Coordination is established with other land resource and land management units such as Timber, Minerals and Geology, Recreation, Watershed and Air, Range, Fire Management and Forest Insect and Disease Control. Coordination is also established with non-profit private organizations such as Wildlife Federation and the American Fishery Society.</p> <p>Records maintained under file designated 2600 were generally approved under NN-166-136 (March 14, 1966). There are no major title or designation changes under this job number. File designations 2670 and 2680 were not covered under NN 166-136 and approval of these designations is requested in this schedule.</p>		40 items

115-107

MASS DATA CHANGE SHEETS ATTACHED.

Copy delivered to agency, 12-7-84; RB.

sent copy to all FCCs 1/30/85 CLD

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

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

298

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>2600 Wildlife (Includes general correspondence, policy and procedural memoranda, congressional and public inquires and responses related to wildlife and fisheries policy and correspondence too broad to be filed under a specific subject heading).</p> <p>A. Washington Office: <u>Permanent</u>. Offer to NARS in 10-year blocks when records are 20 years old. 3"/yfr. Acc. by subject.</p> <p>B. Regions, Areas, Experiment Stations: Destroy records when 10 years old.</p> <p>C. All other offices: Destroy records when 5 years old.</p>	<p>NN-166 136 #164</p>	<p>RS (NARS), NM (FS), 11-5-84</p>
2.	<p>2600-1 Inquires (transmittals of replies to standard inquires).</p> <p>A. All offices: Destroy when 3 months old.</p>	<p>GRS- 14-3</p>	
3.	<p>2610 Cooperative Relations (Includes general correspondence, memorandums of understanding with States, Bureau of Land Management and other organizations outside the Gov't. Case files are established by name of cooperation).</p> <p>A. Washington Office: PERMANENT. Offer to NARS Destroy 25 years after case file is closed.</p> <p>B. Regions, Areas, Stations: Destroy 10 years after case file is closed.</p> <p>C. All other offices: Destroy 5 years after case file is closed.</p>	<p>#165</p>	<p>ETB NM 5/31/84</p>
4.	<p>2620 Planning (Includes general correspondence related to preplanning analysis for habitat projects for wildlife and fish species).</p> <p>A. Washington Offices: Destroy records when 25 years old.</p> <p>B. All other Offices: Destroy records when 10 years old.</p>	<p>#166</p>	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
3 of 8

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5.	<p>2620-1 Plans (Includes general correspondence, State-wide Comprehensive Plan and other specific wildlife and fish plans for species other than threatened and endangered. Records are established as case files. The State-Wide Comprehensive Plan is authorized under P.L. 93-452 and is developed in cooperation with State agencies. The plans identify high priority fish and wildlife projects on National Forest lands including population goals and projects necessary to meet goals. Plans are revised every 5 years. Regional and Forest plans are filed under 1920 Land Management Planning.</p> <p><i>A. RO - 1) State Comprehensive Plans only: PERMANENT, after to NARS when 20 yrs old. 2) Destroy all other records in case file 10 yrs after close of case.</i></p> <p>A. All offices: Destroy ^{all records} 10 years after case file is closed.</p>	#167	<p><i>RTB JM 5/31/84</i></p> <p><i>in 10-year blocks</i></p> <p><i>20 yrs old.</i></p> <p><i>Ca. 2"/yr per region. By State</i></p>
6.	<p>2620-2 Studies, Administrative (Includes general correspondence and case files which analyze the effectiveness of certain projects and record factors which affect the management of wildlife and its environment and recreational uses of these resources. Studies are conducted at the Forest level and are short-term in duration usually within a 3 years period.)</p> <p>A. All offices: Destroy 10 years after case file is closed.</p>	#168	
7.	<p>2620-3 Surveys (Includes general correspondence and survey data which determined the abundance of wildlife by species and population trends. The survey data includes range conditions, vegetation and level of use particularly for key habitat area related to big animal game ranges and important fish spawning areas. Key habitat surveys are done annually at the Forest and District Ranger level. Other surveys can be conducted every 5 years.)</p> <p>A. All offices: Destroy records when 10 years old.</p>	#169	
8.	<p>2630 Habitat (Includes general Correspondence, plans related to the actual projects and implementation of practices designed to correct or enhance habitat conditions (for example, the</p>	#170	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7178

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>effectiveness of a prescribed burning projects on the habitat of a wildlife species), coordination of habitat projects with other Forest Service activities such as timber, range, minerals, and geology.)</p> <p>A. Washington Office, Regions, Areas, Stations ^{PERMANENT.} Destroy records when 10 years old. <i>offer to NARS, when 20 yrs. old.</i></p> <p>B. Regions, Areas, Stations : <i>Destroy records when 10 yrs. old.</i></p> <p>C. All other offices: Destroy records when 5 years old.</p>		<p><i>in 10-year blocks</i></p> <p><i>RTB NAM 5/31/84</i></p>
9.	<p>2630-1 Improvement Work (Includes general correspondence and project case files of actual projects being conducted. Case files contain structural implementation of improvement activities such as fish structures, watering facilities and nest structures.)</p> <p>A. All offices: Destroy 5 years after the case file is closed.</p>	#171	
10.	<p>2630-2 Needs (Deleted and all material is to be filed under 2620-3 surveys file designation.)</p>	#172	
11.	<p>2630-3 Special Areas (General correspondence and plans related to areas designated for intensive management such as zoological or botanical areas. Records are established as case files.)</p> <p>A. All Offices: <i>Destroy 5 yrs. after case file is closed.</i></p>	#173	
12.	<p>2640 Stocking and Utilization (Includes general correspondence and records related to the stocking and harvesting of wildlife and fish species on National Forest lands.)</p> <p>A. All offices: Destroy records when 3 years old.</p> <p>2640-1 Case files ^{Stocking Projects} (Includes special projects related to exotic fish and wildlife species.)</p> <p>A. Washington office, Supervisor's office: Destroy 10 years after case file is closed.</p> <p>B. Regions, Areas, Stations: Destroy 25 years after case file is closed.</p> <p>C. All other offices: Destroy 5 years after case file is closed.</p>	#174	

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

5 of 8

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
13.	<p><i>Wildlife and Fish</i></p> <p>2650, Control (Includes general correspondence related to predator and rodent control; animal damage control reports and reviews; procedures for control between Bureau of Land Management, Fish and Wildlife Service, and State agencies.)</p> <p>A. WO - PERMANENT. <i>offer to NARS when 20 yrs. old.</i></p> <p><i>in 10-year blocks</i></p> <p><i>other</i> B. All offices: Destroy records when 3 years old.</p> <p><i>Predator and Rodent Control Projects.</i></p> <p>2650-1 Case files (Includes records on all predator and rodent control activities.)</p> <p>A. All offices: Destroy 5 years after case file is closed.</p>	#175	<p><i>Ca 2 1/2 yr</i></p> <p><i>Arch by Subject</i></p> <p><i>RTB</i></p> <p><i>NM</i></p> <p><i>5/31/84</i></p>
14.	<p>2660 Administration (Includes general correspondence, inspection guides and training material.)</p> <p>A. Washington offices: Destroy records when 10 years old</p> <p>B. Regions, Areas, Stations: Destroy records when 5 years old.</p> <p>C. All other offices: Destroy records when 3 years old.</p>	#176	
15.	<p>2660-1 Reports (The Annual Report is a source document on all animal and fish population on NF lands. This report provides statistical data on population estimates, harvest data, visitor/user days, amounts of acres improved for habitats of all species, population estimates of endangered species and habitat improvement work done for these species. The Annual Report was established in 1921. It tracks the development and accomplishments of the wildlife program over the years. This information, compiled in ten year blocks, statistically compares habitat and animal improvement work and dollars used in the accomplishment. The permanent retention of this data enables the wildlife and fisheries division to establish trends in species population</p> <p>A. Washington Office: Permanent: Offer to NARS when in <i>when in</i> 10-year blocks <i>when 20 years old</i> <i>1/4"/yr. Arr-chronologically.</i></p> <p><i>offer case</i> <i>old.</i></p> <p>B. All other offices: Destroy when 10 years old.</p>		<p><i>RS (NARS), NM</i></p> <p><i>(FS), 11-5-84</i></p>

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
678

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
16.	<p>2670 Threatened and Endangered Species (Includes general correspondence related to the Endangered Species Act of 1973(P.L. 93-205) too broad to be filed under a specific subject heading.</p> <p>A. All offices: Destroy records when 5 years old.</p>		
17.	<p>2670-1 Inquires (transmittal of reply to standard inquiries)</p> <p>A. All offices: Destroy records when 3 months old.</p>	GRS 14-3	
18.	<p>2670-2 Cooperation (Includes general correspondence, Section 7 consultation and biological opinions; Cooperative agreements with International Convention Advisory Committee (ICAC) and the Endangered Species Scientific Authority (ESSA) and USDA Endangered Species Work, State agencies, Fish and Wildlife Service and National Marine, Fisheries Service. Records are established as case files. Under Section 7 of the Endangered Species Act formal consultation is held with the Fish and Wildlife Service (or the National Marine Fisheries Service if the species is not listed) concerning activities conducted on Federal lands which may adversely affect a species survival or habitat. Coordination is accomplished with Timber Management Minerals and Geology, etc. The Forest Service conducts a biological assessment through the Fish and Wildlife unit to indicate whether a project will jeopardize an endangered species. Recommendations are made to compensate or mitigate impact on the species.</p> <p>A. All offices: <u>Permanent</u>: Offer Records to NARS, 20 years after case is closed.</p>		<p>6"/yr in WO - Arr by case name. 4" - ca 1cuA/yr. per region. /yr.</p>
19.	<p>2670-3 Planning (Includes general correspondence, inventories, studies, recovery plans, action plans, reintroduction activities for the protection and recovery of classified species. Records are established as case files)</p> <p>A. All offices: <u>Destroy 10 years after case file is closed</u></p>	<p>Arr. by species: Ca 1"/yr in WO is closed.</p>	<p>PERMANENT. Offer to NARS, 20 yrs. after case is closed.</p> <p>RTB NM 6/1/84</p>

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

778

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
20.	<p>2670-4 Classification and Habitat Designation (Include federal, State, Regional lists of threatened and endangered species, federal register notices, rule-making for listing; habitat designation. Record material established by case files by individual species or group.</p> <p>A. All offices: Destroy 5 years after case file is closed.</p>		
21.	<p>2670-5 Taking (Includes prohibitions, permit and federal register notices, and comments on permit requests)</p> <p>A. All offices: Destroy when records are 5 years old.</p>		
22.	<p>2670-6 Species (Includes general correspondence and case files related to any species in the management program listed on the Endangered Species Act (ESA) of 1973. Animals no longer endangered or listed as sensitive, but still receiving special habitat Management are filed under 2630 Habitat. Any species, such as the California Condor, and Grizzly Bear, listed on the Endangered Species Act (ESA) of 1973 are under Federal protection. These animals are tracked over a period of time as management attains a goal of recovery for them. They are only removed for the Endangered list when there are sufficient numbers and they no longer need federal protection. Even when they are removed from the listing, Forest Service management frequently continues to assure that management activities continue. The historical significance of retaining these records in permanent status is to enable the scientific community and the general public to track and evaluate threatened and endangered species.</p> <p>A. All offices: Permanent: Offer closed case files, 10-year blocks, 20 years after case is closed.</p> <p>Note: 2670-6 Reports is deleted as a secondary file.</p>	<p>Arr. by species to NARS Ca 3"- Ca 3 1/2" in wo</p>	<p>1/2 cu ft region/yr offer to NARS from this file.</p>
23.	<p>2670-7 Legislation and Regulations (Includes federal register notices and comments on administrative rule-making. Records are established as case files.</p> <p>A. All offices: Destroy 5 years after case file is closed.</p>		

RS(NARS),
11-5-84
10-year blocks

Screen out + destroy, prior to
all non-record materials

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

828

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
24.	<p>2680 Habitat Management in Classified Areas (Includes general correspondence and plans related to wildlife and fish habitat. Management in areas classified as primitive, wilderness, natural and scientific areas covered under the wilderness Act of 1964</p> <p>A. All offices: Destroy records when 5 years old.</p> <p><i>All changes have been agreed to by Norina Mesby (Forest Service) and either Rosanne Butler (NARS) or Robb Storm (NARS), as annotated.</i></p>		