

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

17 May 82 MJ

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

1. FROM (AGENCY OR ESTABLISHMENT)
USDA

2. MAJOR SUBDIVISION
Forest Service

3. MINOR SUBDIVISION
National Forest System (Minerals and Geology)

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

5. TEL. EXT.
382-9897

LEAVE BLANK	
JOB NO	NC1-95-82-6
DATE RECEIVED	MAY 18, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	5-27-82 <i>Robert K. Wray</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 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 Officers
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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>The Forest Service responsibility for the management of National Forest System lands includes important surface management responsibilities related to mineral resources. Records with 2800, 2810, 2820, and 2830 file designations involve minerals administration, development of mineral regulations and policy, processing of various patent applications, lease applications, requests for permits to drill or mine, and direction to lower level offices. Items that have legal significance must be retained for reference until issues, sometimes dormant, are resolved or until they are voided by a statute of limitations. Some items may have long-term, near historic, significance because of important policy implications related to mineral resource issues. Case files have potential long-term value because they relate to mineral rights or other property rights.</p> <p>File designation 2800 was added to the Forest Service Manual, January, 1981. Records material filed under 2880 includes material pertaining to policies, evaluations decisions, and direction regarding geologic factors and facilities. Retention periods should be consistent with the duration or life of the policy, program, or facility involved.</p>		

115-107

*to agency, by RTB, 5/31/83
to NNB, NNF, & all FRC's except 6 KP ← 6/2/83 sent out
6-14-83 by D. [unclear]*

MDC Sheet Attached to FRC copies

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

46 items

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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
	Records covered in this schedule were generally approved in NN-166-136. The major change is a request for shorter retention periods Service-wide. It has been determined that these periods met the needs of the Forest in mineral administration.		
1.	<p>2800 Mineral and Geology Management (Includes general correspondence and related records pertaining to mineral and geology management overall policy, regulation development, directions and procedures.)</p> <p>a. Washington Office: Destroy records when 50 years old. <i>Permanent. Offer to NARS in 5-yr. blocks when 20 years old.</i> old Ca. 1¹/₂ yr.</p> <p>b. Regions and Areas: Destroy records when 25 years old.</p> <p>c. All other offices: Destroy records when 5 years old.</p>	<p>NN-166-136 #184</p> <p>RTB NM 3/25/83</p>	
2.	<p>2800-1 Inquiries</p> <p>a. All offices: Destroy records 3 months after transmittal or reply.</p>	GRS 14-	
3.	<p>2810 Mining Claims (Includes general correspondence, policy and regulations, directions, and procedures pertaining to locatable minerals, lands open to mineral entry and types of mining claims covered under the 1872 mining laws.) WO segregate files by Region.</p> <p>Note: <u>ALL OFFICES</u>: File all record material pertaining to P.L. 87-851 Mining Claim Occupancy Act under 2810-4.</p> <p>a. Washington Office: Destroy records when 50 years old. <i>PERMANENT. Offer to NARS when 20 years old.</i> ca. 1¹/₂ yr. <i>in 5-yr. blocks</i></p> <p>b. Regions, Areas, Supervisor's office: Destroy records when 25 years old.</p> <p>c. Experiment Stations: Not applicable</p> <p>d. All other offices: Destroy records when 5 years old.</p>	<p>#185</p> <p>RTB NM 3/25/83</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
4.	<p>2810-1 Locations (Includes general correspondence and other records regarding validity and use or title and patent applications.) Establish case file alphabetically by claimant. WO also segregate by Regions.</p> <p>a. All offices but the Experiment Station: Destroy records 25₂₀ years after case is closed.</p> <p>b. Experiment Station: Not applicable</p>	#186 <i>RTB NM 3/25/83</i>	
5.	<p>2810-2 Surface Rights (Includes general correspondence and related record to the Multiple-Use Mining Act of July 23, 1955, (P.L. 84-167). Establish case files alphabetically by claimant and by the Bureau of Land Management or FS area number. Regions segregate by State. WO segregate by Region and State.</p> <p>a. Washington Office: <i>Transfer to FRC when case is closed,</i> Destroy 25₂₀ years after case is closed.</p> <p>b. Regional office: Transfer records to WO after study is completed. Retain duplicate copies in office. Destroy when administrative use no longer exists.</p> <p>c. All other office: Not applicable</p>	#187 <i>RTB NM 3/25/83</i>	
6.	<p>2810-3 Within Power Site Withdrawals (Includes general correspondence, mining claims, and other records related to Mining Claims Rights Restoration Act of 8/11/55. P.L. 84-359).</p> <p>a. All office but the Experiment Stations: <i>Transfer to FRC</i> Destroy 25₂₀ years after case file is closed.</p> <p>b. Experiment Stations: Not applicable</p>	#188 <i>RTB NM 3/25/83</i>	<i>when case is closed.</i>
7.	<p>2810-4 Occupancy Act (Includes general correspondence, and related records pertaining to the Mining Claim Occupancy Act of October 23, 1962, (P.L. 87-851). Establish case files alphabetically by claimant. Regions segregate by State. WO Segregate by Region and State.</p>		

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	<p><i>Transfer to FRC when case is closed.</i></p> <p>a. Washington Office: Destroy 25 ²⁰ years after case is closed.</p> <p>b. Regional Office: Transfer records to WO after study is completed. Retain duplicate copies in office. Destroy when administrative use no longer exists.</p> <p>c. All other offices: Not applicable.</p>	<p>RTB NM 3/25/83</p>	
8.	<p>2810-5 Inquiries (Transfer all related FOIA requests to appropriate file designation under 6270.)</p> <p>a. All offices: Destroy records 3 months after transmittal or reply.</p>	GRS 14-3	
9.	<p>2820 Mineral Leases, Permits, and Licenses (Includes correspondence and record material pertaining to policy and regulation developments, directions, and procedures concerning permits or leases issued by the Bureau of Land Management.) WO segregate file by Regions. File records related interagency agreements under 1580.</p> <p>a. Washington Office: Destroy records when 50 years old ^{PERMANENT. Offer to NARS in 5-yr blocks} ca. 1 1/4 yr. ^{when 20 years old.}</p> <p>b. All other offices but the Experiment Stations: Destroy records when 20 years old.</p> <p>c. Experiment Stations: Not applicable</p>	#189	<p>RTB NM 3/25/83</p>
10.	<p>2820-1 Inquiries</p> <p>a. All offices: Destroy 3 months after transmittal reply.</p>	GRS 14-3	
11.	<p>2820-2 Oil and Gas (Includes leases and permits) See disposition under 2820-6</p> <p>NOTE: Establish case files alphabetically by name of permittee or leases or numerically by BLM number. WO segregate files by Region. File related appeal cases under 1570.</p>		
12.	<p>2820-3 Geothermal (Includes leases and permits) See disposition under 2820-6</p>		

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	<p>NOTE: Establish case files alphabetically by name of permittee or leases or numerically by BLM number. WO segregate files by Region. File related appeal cases under 1570.</p>		
13.	<p>2820-4 Coal (Includes leases and licenses) See disposition under 2820-6</p> <p>NOTE: Establish case files alphabetically by name of permittee or leases or numerically by BLM number. WO segregate files by Region. File related appeal cases under 1570.</p>		
14.	<p>2820-5 Phosphate (Includes leases and permits) See disposition under 2820-6</p> <p>NOTE: Establish case files alphabetically by name of permittee or leases or numerically by BLM number. WO segregate files by Region. File related appeal cases under 1570.</p>		
15.	<p>2820-6 Other Leasable Minerals (Includes leases and permits for miscellaneous minerals.)</p> <p>NOTE: Establish case files alphabetically by name of permittee or leases or numerically by BLM number. WO segregate files by Region. File related appeal cases under 1570.</p> <p>a. All offices but the Experiment Stations: Destroy <i>in agency</i> 3 years after case is closed or when administrative use of the closed case ceases, whichever comes sooner.</p> <p>b. Experiment Stations: Not applicable</p>		
16.	<p>2830 Reservation and Rights Outstanding (Includes general correspondence, policy, and regulations related to administration of areas subject to reservations or rights outstanding.) WO segregate folders by Regions.</p> <p>a. Washington Office: Destroy records when 50 years old. <i>Ca 1"/yr. 20 years old.</i></p>	<p>#190</p> <p><i>PERMANENT, offer to NARS in 5-yr. blocks when</i></p> <p><i>RTB NM 3/25/83</i></p>	

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	b. Regions, Areas, Supervisor's Office: Destroy records when 25 years old. c. Experiment Stations: Not applicable d. All other offices: Destroy records when 10 years old.		
17.	2830-1 Inquiries <i>at</i> a. All offices: Destroy records 3 months after transmittal or reply.	GRS 14-3	
18.	2830-2 Mineral Operation Permits (Includes permits and other records filed alphabetically by mineral ownership or by permittee or mineral operation being conducted on NFS lands.) <i>Transfer to FRC when case is closed.</i> a. Washington Office: Destroy records 50 years after case file is closed. b. Experiment Stations: Not applicable c. All other offices: Destroy records 25 years after case file is closed.		<i>RTB NM 3/25/83</i>
19.	2880 Geologic Resources and Service (Includes general correspondence, policy statements, direction, and procedures related to geologic resources and services.) a. Washington Office, Regions and Areas: Destroy records when 25 ₂₀ years old. b. Experiment Stations, Supervisor's Office: Destroy records when 10 years old. c. All other offices: Destroy records when 5 years old.		<i>RTB NM 3/25/83</i>
20.	2880-1 Inquiries <i>at</i> a. All offices: Destroy records 3 months after transmittal or reply.	GRS 14-3	

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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
21.	<p>2880-2 Geologic Information (Includes records related to the development of geologic resources [ground water, mineral materials, and underground spaces]; assessment and description of geological special areas; for visitor knowledge and appreciation of National Forest. Do not file inventory data for area planning studies or wilderness studies under this designation.</p> <p>a. Washington Office, Regions, Areas and Experiment Stations: Destroy records when 25 ²⁰ years old.</p> <p>b. Supervisor's Office: Destroy records when 10 years old.</p> <p>c. All other offices: Destroy records when 5 years old.</p>	<p>RTB NM 3/25/83</p>	
22.	<p>2880-3 Geologic Inventory Data (Includes data for the preparation of area land and resource management plans including wilderness study areas.)</p> <p>a. All offices: Retain geologic inventory data for the same time ^{time} period as required for the specific planning document.* Refer to FSH 6209.11 file designations 1910, 1920, 1950, and 1990.</p> <p><u>NOTE:</u> File designations 1910 Resource Planning Act. 1920 Land and Resource Management Planning 1950 Forest Service National Environmental Policy Act (NEPA) and 1990 Special Plans and Studies are currently uncheduled. (1910-NN-95-81-6, 1920-NN-95-81-8)</p>	<p>RTB NM 4/26/83</p>	
23.	<p>2880-4 Geologic Investigation Data (Includes data for studies of the feasibility, design, construction, and maintenance of projects and facilities.) File alphabetically by type of project or facility.</p> <p>a. All offices: Retain geologic investigation case files for the same period of time as required for the specific project or file designations* 7170 Materials Engineering, 7410-1 Water Supply, 7530 Dams, etc.</p> <p><u>NOTE:</u> File Designations 7530 and 7170 has varying retention periods; 7410-1 has a 10 years retention period.</p>	<p>RTB NM 4/26/83</p>	

* However, in situation where the related plan is scheduled for permanent retention, keep data for 20 years, when destroy.

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24.	2880-5 Geologic Reports (Includes reports related to geologic investigations or inventories containing conclusions and recommendations on FS facilities.) a. Washington Office, Regions, and Areas: Destroy when 25 years old or no longer needed for administrative use. b. All other offices: Destroy when 10 years old or no longer needed for administrative use.		