

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

28 Aug 82 AH

LEAVE BLANK	
JOB NO	
<i>NCI-95-82-7</i>	
DATE RECEIVED	
<i>May 28, 1982</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>9-15-82</i> 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 Personnel Management	
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 5 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 <i>5/6/82</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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
<i>✓1.</i>	File designations 6140, 6150, and 6160 were generally approved under NN-166-136 (March 14, 1966.) 6140-1 Employee Development (Includes policy, responsibilities, delegations, training records, Annual Training Report, Supervisory training and executive development. Case file by subject as needed. See 19.4 for instructions on filing functional training material under applicable subject.) <i>✗</i> All offices: Destroy when 5 years old or 5 years after completion of a specific training programs.	<i>GRS 1/30b</i> <i>(1) (same)</i> <i>NN-166-</i> <i>36 #385</i> <i>and #388</i> <i>389</i>	<i>["u" in manual]</i>
<i>✓2.</i>	6150-1-1 Policy and Principles (Includes general correspondence and records relating to general guidelines for formulation of classification programs.) <i>✗</i> All offices: Destroy when superseded or obsolete. <i>Destroy when 3 yrs. old.</i>	<i>GRS 1/30a</i> <i>(same)</i>	<i>RTB</i> <i>NGM</i> <i>8/31/82</i>

115-107
closed out: 9-27-82:cm
copy to agency, 9/21/82
to NNF 9/21/82
to all FRC's except 3KP + 6KPS - 9/22/82
6KPS

MDC sheet
Attached to
FRC copies

24 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
✓ 3.	6150-1-2 Standards (Includes OPM standards determining title, series and grade based on duties responsibility and qualification requirements.) ✗ All Offices: Destroy 5 years after position is abolished or description is superseded. <i>when superseded or obsolete.</i>	1/ GRS 1-7a (1) (same) ["u" in manual]	RBH NCH 8/31/82
✓ 4.	6150-1-3 Standards Development (Includes general correspondence and records related to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.) ✗ All Offices: Destroy 5 years after position is abolished or description is superseded.	GRS 1-7a (2) X(a) (same) ["u" in manual]	
✓ 5.	6150-1-5 Evaluation Process (Includes correspondence, subject files related to the evaluation of position's being classified. Washington Offices segregates files by Regions.) ✗ All Offices: Destroy when position is abolished or description is superseded.	["u" in manual]	
✓ 6.	6150-1-6 Appeals (Includes case files relating to classification appeals.) All Offices: Destroy 3 years after case is closed.	GRS 1-7d #393 (same) ["u" in manual]	
✓ 7.	6150-2-1 General Schedule Pay System (Includes general correspondence related to GS employees pay, OPM salary tables issued annually.) ✗ All Offices: Destroy record when 3 years old.	GRS 1/3a (same) ["u" in manual]	
✓ 8.	6150-2-2 Federal Wage System (Includes general correspondence related to wage employees, wage schedules.) ✗ All Offices: Destroy records when 3 years old.	#398 GRS 1/3a (same) ["u" in manual]	
✓ 9.	6150-2-3 Other System (Includes general correspondence related to PL-313 employee, AD hire pay plan, SES employee pay schedules.)	["u" in manual]	

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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
	a. Washington Office: Destroy when ³ years old.	GRS 1/3a	
	b. Regions, Areas, Stations: Destroy records when ³ years old.	(same)	RTB NGM 8/31/82
	c. All other offices: Destroy records when 3 years old.		
✓ 10.	6150-2-4 Deleted	[in manual 34 w/ disposition]	
✓ 11.	6150-3 Pay Administration (Includes general correspondence related to employee pay problems, pay checks, pay days; policy and procedural memoranda concerning pay administration and correspondence too broad to be filed under a specific tertiary subject heading.)		withdrawn, 8/31/82 RTB NGM
	a. Washington Offices: Destroy records when 5 years old.		
	b. Regions, Areas, Stations: Destroy records when 5 years old.		
	c. All other offices: Destroy records when 3 years old.		
✓ 12.	6150-3-1 Premium Pay (Includes general correspondence, memoranda related to overtime, comp time, compensable travel, maximum pay limitation, hazard pay and differentials.)	#395 #397 GRS 1/3a (same)	RTB NGM 8/31/82
	a. All Offices: Destroy records when ³ years old.	["u" in manual]	
✓ 13.	6150-3-2 Fair Labor Standards Act (FLSA) (Includes correspondence, memoranda and other records related to pay under FLSA.)	GRS 1/3a (same)	RTB NGM 8/31/82
	a. All Offices: Destroy records when ³ years old.	["u" in manual]	
	Note: 6150-3-2 was previously titled Compensable Travel. This subject is now merged with 6150-3-1 item #12.		
✓ 14.	6150-3-3 Hazard Pay is deleted. Subject materials is merged with 6150-3-1, item #12.		
		["u" in manual]	

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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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
✓15.	6150-3-4 Allowances (Includes general correspondence memoranda and other records related to Remote Site Allowance, cost of living allowance, uniforms and types of employee allowance.) / a. All Offices: Destroy records when ³ / 8 years old.	GRS 1/3a (same) ["u" in manual]	RTB NGM 8/31/82
✓16.	6150-3-5 Waivers and Claims (Includes general correspondence and case files related to waivers of over payment and back pay claims.) / a. All Offices: Destroy after CAO audit or 3 years after case is closed which ever is earlier.	["u" in manual]	
17.	6150-3-7 Garnishments (Includes general correspondence, memoranda and other records pertaining to AD 747.) / a. All Offices: Destroy records when ³ / 8 years old. Note: Exception taken to GRS 2-23	GRS 2/23 (same) (same) new dem	RTB NGM 8/31/82
✓18.	6160-1-1 Holidays (Includes general correspondence, memoranda related to policy and procedures concerning holidays and holiday designations.) / a. All Offices: Destroy records when 3 years old.	GRS 1/3a (same) (new)	
✓19.	6160-1-2 Alternative Work Schedules (Includes general correspondence, policy and implementing instructions concerning alternative work schedules.) / a. All Offices: Destroy records when 3 years old.	GRS 1/3a (same) [new]	
✓20.	6160-2-1 Leave Administration (Includes general correspondence concerning leave.) a. Washington Office: Destroy records when ³ / 8 years old. b. Regions, Areas, Stations: Destroy records when ³ / 8 years old. c. All other offices: Destroy records when 3 years old.	GRS 1/3a (same) [new]	RTB NGM 8/31/82

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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.	6160-2-2 Leave Restoration Case Files (Includes documentation and general correspondence in identifying criteria to determine forfeited annual leave.) ✗ All Offices: Destroy closed case file 6 years after the date of determination.	(new)	
✓22.	6160-3 Reports is deleted.		