

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. <i>NCI-95-82-10</i>	
DATE RECEIVED <i>July 19, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>10-26-82</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 Administration (Human Resource Programs)	
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 2 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>7/7/82</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Group Leader, Records Management
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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
#8	<p>File designation 1870-6 is being resubmitted for approval by Nars. We are requesting that the medical portion of the personnel files be retained for a longer period to cover instances where a former enrollee makes a medical claim against the agency.</p> <p>1870-6 Enrollee Records (Personnel Records of Separated Employees.) File consist of YACC-2 forms, pre-employment medical history, evaluation of enrollee's performance, accident and injury forms and related records.)</p> <p><u>WO, RO, SO:</u></p> <p>1. Federal Enrollee Records- Remove medical records from the personnel folder for each separated enrollee.</p> <p>(A) <u>Personnel Records</u> - Transfer to local FRC 30 days after separation of the employee. Destroy when 7 years old. <i>upon approval of this schedule, on July 1, 1989.</i></p> <p>(B) <u>Medical Records</u> - Transfer to local FRC 30 days after separation of employee. Destroy when 40 years old. <i>upon approval of this schedule, on July 1, 2022.</i></p>	<i>RTB NCH 10/14/82</i>	<i>2 Files</i>

115-107

to agency, 10/27/82, by RTB

to NNF & all FRC's (except 3KD & 6KPS) - 10/28/82

Closed out: 10/27/82 - MDC Sheet Not Required

Copies to All FRC's (except 3KD & 6KPS), NNF & Agency

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