

23 Jul 82 14

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

3K7

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JOB NO
NCI-95-82-11
DATE RECEIVED July 26, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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>Nov 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) USDA
2. MAJOR SUBDIVISION Forest Service
3. MINOR SUBDIVISION State and Private Forestry (Forest Pest 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 4 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>7/20/82</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Records Management Officer
Hoyt L. Abney		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Chief is responsible for forest insect and disease management on Federal and non-Federal lands. This includes prevention, detection, evaluation, suppression, administration, and technical support. The Forest Service policy is to protect and preserve the Forest from insects and diseases by preventing or suppressing problem populations by methods that will restore, maintain, or enhance the quality of the environment.</p> <p>This retention schedule covers records under the 3400 series "Forest Pest Management" (FPM). These records were generally in NN-166-136 (March 14, 1966) under 3400 and 5200 file designations. However these file designations have been retitled and redefined due to extensive manual changes. Many of the designations have been assigned shorter retention periods Service-wide. Files 3470 (Control of Individual Forest Insects) and 3480 (Control of Individual Forest Diseases) have been deleted and merged with the new 3460 designation.</p>		

25 items

115-107 to agency, 3/27/84, by RJB  
to NNB, NNF, NNS, & all FRC's (except 6 KP) - 4/11/84 - sent 4-13-84 by [Signature]

MDC Sheet attached to FRC copies

**Request for Records Disposition Authority – Continuation**

JOB NO

PAGE OF  
2 of 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
✓ 1 ✓	3400 Forest Pest Management (Includes general correspondence and other records related to authorities, responsibilities and definitions applicable to Forest Pest Management tactics, strategies, coordination and technical support. Files are established by subject matter.) a. <u>Washington Office:</u> <del>Destroy when 10 years old.</del> <i>Permanent. Offer to NARS in 5-year blocks when 20 years old.</i> <i>Car 2 1/4 yr</i> b. Regions and Areas: Destroy when 25 years old. c. All other offices: Destroy when 5 years old.	<del>NN-166-136 #244 #299 and #300</del>	
2. ✓	3400-1 Inquiries	GRS 14-3	
<del>2a.</del>	<del>3400-2 Publications (see following page)</del>		
3.	3410 Pest Detection (Includes Correspondence, field surveillance reports, detection surveys and their planning and conduct). <i>(Publications resulting from pest detection activities are covered by 3410a)</i> a. Washington Office: Destroy when 10 years old. b. Regions and Areas: Destroy when 25 years old. c. All other offices: Destroy when 5 years old.	<del>#245 #302 and #303</del>	
4.	3420 Pest Management Evaluations (Includes correspondence biological evaluations, economic evaluations and environmental assessments). a. Washington Office: Destroy when 10 years old. b. Regions and Areas: Destroy when 25 years old. c. All other offices: Destroy when 5 years old.	<del>#246 #304 thru #307</del>	
5.	3430 Project Selection Criteria (Includes correspondence criteria and supporting documentation necessary to support control projects). a. Washington Office: Destroy when 10 years old. b. Regions and Areas: Destroy when 25 years old. c. All other offices: Destroy when 5 years old.		

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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6.	<p>3440 Special Pest Management Projects (Includes correspondence and case files related to non-funding activities of special projects. Activities include Loss Assessments, Pigeon projects, Thinning and Demonstration Areas. Folders arranged alphabetically by name of project).</p> <p>a. Washington Office: Destroy 10 years after case file is closed.</p> <p>b. Regions and Areas: Destroy 25 years after case file is closed.</p> <p>c. All other offices: Destroy when 5 years after case file is closed.</p>		
7.	<p>3450 Administration (Includes correspondence, Annual Condition Report and other records related to the funding and financing of insect disease prevention and suppression activities. Folders are arranged by subject matter and/or geographic location).</p> <p>a. Washington Office: Destroy when 10 years old.</p> <p>b. Regions and Areas: Destroy when 25 years old.</p> <p>c. All other offices: Destroy when 5 years old.</p>	#301 #308 thru #312 #321	
8.	<p>3450-1 Reports: <del>(Includes the Expenditure Summary Report and the Forest Insect and Disease Management Accomplishment Report.)</del> Machine-readable <sup>created starting in 1971</sup> statistical file yielding reports provide a breakdown of financial expenditures for major insects and disease on Federal lands and accomplishment data on project funded. The data collected from these reports are used in preparing the Chief's Annual Report and for responding to congressional and general public inquiries. The data are used to maintain historical trends for unit cost as well as historical trends in the treatment of insects and diseases).</p> <p>This type of data is not available anywhere else in the Forest Service, Fiscal and Accounting Management neither collects nor complies data in this format. These reports are essential for responding to inquiries requiring historical data on insects and diseases in response to questions in cost and accomplishments. For example, FPM receives inquiries related to interrogatories for court cases dealing with our data use of DDT in forest pest management programs. FPM also receive request for our expenditure and accomplishment data. <del>(See Exhibits I and II attached.)</del></p>		

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

GPO 1973 O - 509-387

**Request for Records Disposition Authority - Continuation**

JOB NO  
*NCI-95-82-11*

PAGE OF

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<i>8a</i>	<p>3450-1-1 Expenditure Summary Report <sup>Textual</sup> Report which provides a breakdown of financial expenditures for major insects and diseases on State and Federal lands.) <i>Arr. chronologically.</i></p> <p><u>Reports created after 1971</u> <i>(Paper only - this information is not in machine-readable form also)</i> <i>Ca 1"/yr.</i></p> <p>(a) <u>Washington Office: Permanent.</u> Offer paper records to NARS in 5 year blocks when 20 years old or when no longer needed for administrative use, whichever comes sooner.</p> <p>(b) <u>All other offices:</u> Destroy when no longer needed for administrative use.</p>		
<i>8b</i>	<p><i>3450-1-2</i></p> <p><u>Collection of Expenditure and Accomplishment Reporting data created from 1906-1971.</u> <i>Ca. 2" total. (These represent data collected before of automated system in 1971.)</i> <i>Arr. by year</i></p> <p>(a) <u>Washington Office: Permanent.</u> Offer collection to NARS when 30 years old or when no longer needed for administrative use.</p> <p>(b) <u>All other offices:</u> Not applicable.</p>		

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	<p>The official record copy is maintained at Fort Collins Com- puter Center (FCCC) and archived until 1999. <u>Annual Accum:</u> 1 disc, 1 track; <u>total accum:</u> 7 discs (32 tracks, 2 tapes) for pesticide data and 3 discs (2 tracks) for accomplishment reports.</p> <p>a. Washington Office: <del>Permanent</del> <sup>Forest Insect and Disease Management Accomplishments Report</sup> (1) <del>Computer Tapes</del> <sup>PERMANENT</sup> Retain tapes at Fort Collins Computer Center. Offer tapes to NARS when record material is 20 years old in accordance with the provisions FPMR 101-11.411-6. (2) <del>Paper copy</del> <sup>(printouts only)</sup> Retain in office. Destroy when no longer needed for administrative use.</p> <p>b. Regions and Areas: <del>Paper copy</del> <sup>(printouts only)</sup> Retain in office. <b>Destroy</b> when administrative use ceases.</p> <p>c. All other offices: Not applicable.</p> <p>8a. 3450-1-1 Expenditure Summary report (see following page) 9. 8b. 3450-1-2 Specific Forest Pest (Includes correspondence and case files pertaining to the management of specific insects such as gypsy moth, Douglas-fir tussock moth and bark be- etles; diseases such as dwarf mistletoe.) Case files are established by subject matter. 2-4 copy/yr.</p> <p>a. Washington Office: Destroy 10 years after case file is closed.</p> <p>b. Regions and Areas: <del>Destroy 25</del> <sup>PERMANENT. offer to NARS 2.5</sup> years after case file is closed.</p> <p>c. All other offices: Destroy 5 years after case file is closed.</p>		

RFB  
NJI  
11/15/83