

AUG 11 1982

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE-BLANK

JOB NO

NCI-95-82-14

DATE RECEIVED

AUG 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" on column 10

Dec 6 82 Date *[Signature]*
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
National Forest System (Lands)

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 6-9-82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Hoyt L. Abney	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
	<p>The Chief of Forest Service, acting under broad Department policies and in accordance with delegated authority, is responsible for prescribing overall Forest Service policies and procedures for land adjustments. The Deputy Chief in charge of National Forest System and personnel of the Lands Staff comprise the staff organization for this activity in the Washington Office. Regional Foresters, Forest Supervisors, and District Rangers are responsible for meeting the objectives and carrying out an active program of land adjustment at field units.</p> <p>The landownership adjustment program includes those activities or functions in connection with National Forests System, relative to acquiring lands or interests in lands and rights-of-way; disposal except those under the mining laws; exchanging lands; reconveying lands erroneously acquired; handling claims to title to Government lands in these units; and identifying and marking the boundaries National Forest and other Government lands, except the technical phase of this job.</p> <p><i>Closed out: 12-17-82:CM</i> <i>Copies to All FRCs, NNB, NNF, NNBR & Agency</i></p>		<i>21 items</i>

115-107 Copy to agency, 12/16/82, by RTB to all FRC's, except 6KP, 12/16/82, under NCI 3-71/ NCI 3-42 to NNB, NNF, NNBR- 12/16/82

MDC Sheet Not Required

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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>This schedule covers records in the 2730 and 5400 series which were generally approved on Job No. NCl-95-78-2 (December 12, 1977). It specifically supersedes item #2, (2730-2 Department of Transportation and USDA Easements) and items #8 through #20 (5420 Purchases and Donations through 5460-2 Right-of-Way Acquired case files).</p> <p>This schedule establishes a new file designation, 5490-3 Land Record Status Title File. The designation was created to house US Titles and essential documents related to the titles.</p> <p>Additionally, this schedule proposes to change the period of time when permanent title file records are offered to NARS from 25 years to 75 years. The extended period of time for these records to be retained in the Regional or Forest Supervisor's Office is necessary because of frequent court challenges requiring original title evidence or documentation.</p> <p>A land ownership case can arise as a result of Land adjustment actions such purchases, donations, exchanges and transfers. The case files described in 2730-2, 5420-2, 5420-3, 5430-2, 5440-2, 5450-2, and 5460-2 are files which contain all documentation pertaining to a landownership case. (There are other record categories in the Forest Service filing system which are essential documents to back up the land ownership status record. A listing of these categories are attached if appraisal is necessary.)</p> <p>A land ownership case is either consummated or unconsummated. A consummated case refers to instances where final action has been taken and the title or interest in land has been conveyed to or from the United States. An unconsummated case refers to those instances where the title to land or interest in land was not conveyed and the case was dropped or discontinued.</p> <p>The 5490-3 Title files are created from consummated cases. The actions needed to create a title file are handled at the Regional level. Consummated cases are sent to the appropriated Regional Office where the case file is screened for the original or best copy of the title and other documents needed to protect the United States Title.</p>		

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	<p>Unconsummated cases and documents not included in the title file are proposed as temporary records. Disposal will be at the local level after the Title file is created and/or administrative use ceases. Transfer of these records to the Federal Record Center will not be authorized.</p> <p>Each title file will be microfilmed for administrative use. The original paper copy will be offered to Nars 75 years after the case is consummated.</p>		
X	<p>2730 Right-of-Way Grants-Department of Transportation and USDA Easements: <u>Note:</u> All 2730-2 records will be screened for documents deemed necessary for a permanent Title file as specified under 5490-3. Retention for 2730-2 applies to documents which will not become part of the Title file.</p>	<p>NO 1 95-78-2</p>	
X 1	<p>2730-2 Right of Way Grants- Department of Transportation and USDA Easements (Includes correspondence easements, applications, letters of approval and related documents on easements granted to private parties and public agencies for roads across lands or interest in lands administered by the USDA Forest Service. Folders arranged by project name or number and grantee and grouped according to form of grant; i.e., Department of Agriculture easements and Department of Transportation easements for Federal-aid highways.)</p> <p><i>all offices: Retain records in office. Destroy after title file is created & administrative or legal need ceases. Transfer to FRC not authorized.</i></p> <p>(See Note 1 at end of 5460-2-1 for disposition)</p>	<p>#2 NCI-95-78-2, Items 2A + 2B</p>	
X 2	<p>2730-2-1 Unconsummated Case Files (Includes correspondence, documents incidental to issuance of Right-of-Way grants except final right-of-way deed and final conveyance documents.)</p> <p><i>all offices: Retain closed case files until local need ceases, then destroy. Transfer to FRC not authorized.</i></p> <p>(See Note 2 at end of 5460-2-1 for disposition)</p>	<p>[new item]</p>	
X	<p>5420 Purchases and Donations: <u>Note:</u> All 5420-2 and 5420-3 records are to be screened for documents deemed necessary for a permanent Title file as specified under 5490-3. Retention for 5420-2 and 5420-3: Applies to documents which will not become part of the Title file.</p>	<p>#8</p>	
X 3.	<p>5420-2 Donations (Including Administrative Sites. Includes correspondence, purchase agreements, contracts, land surveys, grants, patents, deeds, deed of trust</p>	<p>#10 NCI-95-78-2, Items 8A, 10A, 10B</p>	

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	<p>or mortgage, title insurance policy, abstract of title, certificate or title, Torrens certificate of title, or other such related documents. Arrange files alphabetically by name or grantor.) <i>all offices: Retain records in office. Destroy after title file is created and administrative or legal use ceases. Transfer to FRC not authorized.</i></p> <p>(See Note 1 at end of 5460-2-1 for disposition)</p>		
4	<p>5420-2-1 Unconsummated Case Files (Includes correspondence, title evidence and related documents except final deed and final conveyance documents.) <i>all offices: Retain closed case files until local need ceases, then destroy. Transfer to FRC is not authorized.</i></p> <p>(See Note 2 at end of 5460-2-1 for disposition)</p>	<i>new item</i>	
5	<p>5420-3 Purchases (Including Administrative sites. Includes correspondence, survey, deeds, condemnation documents where applicable, appeals, other title evidence, and related documents. Arrange files alphabetically by name of seller.) <i>all offices: Retain records in office. Destroy after title file is created & administrative or legal use ceases. Transfer to FRC not authorized.</i></p> <p>(See Note 1 at end of 5460-2-1 for disposition)</p>	<i>#11 NCI-95-78-2, Items 11A + 11B</i>	
6	<p>5420-3-1 Unconsummated Case Files (Includes correspondence, title evidence and related documents except for final deed and final conveyance documents.) <i>all offices: Retain closed case files until local need ceases, then destroy. Transfer to FRC not authorized.</i></p> <p>(See Note 2 at end of 5460-2-1 for disposition)</p>	<i>new item</i>	
	<p>5430 Exchanges: <u>Note:</u> All 5430-2 records will be screened for documents deemed necessary for a permanent Title file as specified under 5490-3. Retention for 5430-2 applies to documents which will not become part of the Title file.</p>		
7	<p>5430-2 Exchanges-(Including correspondence, letters of negotiation, explanatory notes, exchange agreements, proposals, plans, or contracts, appraisals, appeals, objections and related decisions, land descriptions, field examinations, surveys, certificates of possessions, statements of intent, environmental assessments, statements of value and appraisal, statements of disposal, certificates of title or title insurance policy, certifications and proof of publications, and other related documents. Arrange files alphabetically by name of exchange proponent and identify by RLM serial or tract number.)</p> <p>(See Note 1 at end of 5460-2-1 for disposition)</p> <p><i>all offices: Retain records in office. Destroy after title file is created & administrative or legal use ceases. Transfer to FRC is not authorized.</i></p>	<i>#14 NCI-95-78-2, Items 14A + 14B</i>	

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X 8.	5430-2-1 Unconsummated Case Files (Includes correspondence documents incidental to Land adjustments except final deed and final conveyance documents.) <i>All offices; Retain closed case files until local need ceases, then destroy. Transfer to FRC not authorized.</i> (See Note 2 at end of 5460-2-1 for disposition)	<i>(new item)</i>	<i>Transfer to FRC not authorized.</i>
X	5440 Partial Land Interests (Except rights-of-way) Note: All 5440 records will be screened for documents deemed necessary for a permanent Title file as specified under 5490-3. Retention for 5440-2 applies to documents which will not become part of the Title file.		
18 9.	5440-2 Partial Land Interests (Includes correspondence evaluations, appraisals, scenic or conservation easements, mineral deeds, documentation of NEPA compliance, environmental assessments or statements, mortgages, deeds of trust and vendors liens, leases, and related documents. Arrange files alphabetically by name of grantor.) <i>all offices; Retain records in office. Destroy after title file is created and administrative or legal use ceases. Transfer to FRC not authorized.</i> (See Note 1 at end of 5460-2-1 for disposition)	#16 NCI-95-78-2, <i>Items</i> 16A + 16B	
14 10.	5440-2-1 Unconsummated Case Files (Includes correspondence, documents incidental to acquisition of partial Land interest except final deed and final conveyance documents.) <i>All offices; Retain closed case files until local need ceases, then destroy. Transfer to FRC not authorized.</i> (See Note 2 at end of 5460-2-1 for disposition)	<i>new item</i>	<i>Transfer to FRC not authorized.</i>
15	5450 Title Claims, Sales, and Grants: Note: All 5450 records will be screened for documents deemed necessary for a permanent Title file as specified under 5490-3. Retention for 5450-2 applies to documents which will become part of the Title file. <i>NOT</i>		
18 11.	5450-2 Title Claims, Sales and Grants (Includes correspondence, Land Use Permits, warranty deeds, aerial photographs, plats, maps, environmental assessments, permit applications, General Land Office survey plats and notes, litigation reports, deeds, appraisals, grants, certified letters, affidavits, patent applications, patents, land classification studies and maps, bills of sale, tax assessment records, court decisions or settlements, sale notices, notices of award, appeals, and related documents. Arrange files according to the specific subject and thereunder alphabetically by name of claimant, purchaser, or grantee.) <i>all offices; Retain records in office. Destroy after title file is created and administrative or legal need ceases. Transfer to FRC not authorized.</i>	#18 NCI-95-78-2, <i>Items</i> 18A + 18B	

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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
	(See Note 1 at end of 5460-2-1 for disposition)		
12	5450-2-1 Unconsummated Case Files (Includes corre- spondence, documents incidental to Sales and Grants except for final deed and final conveyance documents.) <i>all offices; Retain closed case file until local need ceases, then destroy. Transfer to FRC is not authorized.</i>	[new item]	
	(See Note 2 at end of 5460-2-1 for disposition)		
13	5460 Rights-of-Way Acquisition: <u>Note:</u> All 5460-2 records will be screened for documents deemed necessary for a permanent Title file as specified under 5490-3. Retention for 5460-2 applies to documents which will not become part of the Title file.		
13	5460-2 Rights-of-Way Acquisition (Permanent ease- ments acquired over private or other lands not administered by Forest Service. Includes corre- spondence, appraisals and options (if made), certifi- cation of cost of right-of-way and improvements, record of payment, and related documents. Arrange files by project name or number and grantor.) <i>all offices; Retain records in office. Destroy when title file is created & administrative or legal need ceases. Transfer to FRC is not authorized.</i>	NCI-95-78-2, Items #20 A + 20 B	
	(See Note 1 at end of 5460-2-1 for disposition)		
14	5460-2-1 Unconsummated Case Files (Includes correspondence, documents incidental to rights- of-way acquisition except final deed and final conveyance documents.) <i>all offices; Retain closed case files until local need ceases, then destroy. Transfer to FRC is not authorized.</i>	new item	
	(See Note 2 below for disposition)		
	Note 1: All Offices: Retain records in office. Destroy after Title file is created and administra- tive or legal use ceases. Transfer to FRC is not authorized.		
	Note 2: All Offices: Retain closed case files until local need ceases, then destroy. Transfer to FRC is not authorized.		
15	5490-3 Land Status Record Title File Note: Title file consist of certain documents from consummated cases in 2730-2, 5420-2, 5420-3, 5430-2, 5440-2, 5450-2, 5460-2 and 5540. These documents are necessary for the protection of the United States Title and interest in land.		

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	<p>The Title file will include: (a) title opinions, decisions, reports and title insurance policies; (b) certifications or letters of acceptance; (c) deeds and other conveyance documents to and from the United States; (d) certificates of possession and of use and consent; (e) option contracts, offer to donate and statement of intent to exchange; (f) letters of case approval; (g) publication notices; (h) vouchers and tax notices; (i) statement of summary estimate of value and value approval; (j) letters of notification to other Government agencies; (k) clearinghouse (A-95) letters; (l) deeds and other documents relative to outstanding rights; also, (m) any other documents deemed essential for protection of the United States' title to land or interest in land including, but not limited to, maps, plats, drawings, photographs, letters, memorandum, and other legal documents. <i>Arr. alpha. by grantor.</i></p> <p>A. Washington Office: Send all consummated case files to the appropriate Regional Office for screening and preparation of the permanent Title file. Do not send to Washington FARC.</p> <p>B. Regional Office: Screen all consummated cases for title file documents.</p> <p>(1) <u>Title file</u>: PERMANENT: a a title file shall be microfilmed in accordance with the provisions of FPMR 101-11.5; the the original Title file forwarded to FARC when the local need for the original file ceases and the microfilmed copies have been reviewed and found satisfactory; offer ^{offer} original Title file to NARS ^{in 5 yr. blocks} 75 years after the case is consummated. ^{MOST RECENT} [Estimated annual accumulation ^{in one block service-wide} 35 cu. ft.]</p> <p>(2) <u>Microfilm Copy</u>: Retain in office. Do not send to FRC. Destroy when no longer needed for administrative or legal use.</p> <p>(3) <u>Consummated Case file</u>: Destroy the case file documents that do not become part of the Title file, after the Title file is created, the microfilm copies reviewed and specific local need for the documents ceases as indicated in disposition instructions for 2730-2, 5420-2, 5420-3, 5430-2, 5440-2, 5450-2, + 5460-2,</p>		<p><i>NCI-95-78-2, Items 23a(1), 23b(1), 23b(2)</i></p>

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- C. Supervisor's Office: 1) Duplicate records. Retain records in office. Do not send to FRC. Destroy after microfilmed Title File is received from the Regional Office. 2) Microfilm copy: Destroy when no longer needed for administrative or legal use.
- D. All other offices: Not Applicable