

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

**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 Mosby

5. TEL EXT
382-9897

LEAVE BLANK

JOB NO
NC1-95-82-20

DATE RECEIVED
9-21-82

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disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-21-82 *Mark Har*
Date 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 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 9/14/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Hayt L. Abney</i>	E TITLE Records Management Officer
--------------------------	---	--

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>Youth Conservation Corps records were generally approved under NC1-95-78-5 (March 3, 1978). Item 15, Enrollee Records, is being rescheduled for a shorter retention time at the request of the National Archives.</p> <p>The medical and parental permission portion of the YCC enrollee records are currently approved for a 56 years retention period. They were identified as similar to the Young Adult Conservation Corp (YACC Enrollee records which have a substantially shorter retention time under Job Number NC1-95-82-210. Since the Enrollee records are similar in both programs, the National Archives has requested the retention periods for these records be the same.</p> <p>1840-7 Enrollee Records <i>Includes parental permission portion of application forms,</i> (includes application forms, medical history forms, copies of Bureau of Reclamation forms UC-507, evaluation of enrollees performance by comp staff, and accident and injury forms.</p>	<p>NC1-95-78-5 #15</p>	

Closed out: 10/25/82:cm
Copies to NNF 3KR, 4KR, 5KR MDC Sheet Attached to 1 item
to agency, 10/22/82, by RFB Agency FRC copies
to NNF, 4KR, 5KR, 9KR-L, 3KR, 410KR- 10/22/82

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>A. <u>RO, SO:</u></p> <p>Federal and State Grant Enrollee Records Records - Remove medical records from the personnel folder for each separated enrollee.</p> <p>(A) Personnel records: Including parental permission portion of application form, transfer to FRC 30 days after completion of session. Destroy 7 years separation of employee.</p>		<p><i>withdrawn (already covered by NCI-95-78-5) NGM RTB, 10/14/82</i></p>
<p><i>NCI-95-78-5, Item 15a(2)</i></p>	<p>(B) Medical history forms and accident forms; and parental permission Transfer to FRC 30 days after completion of portion of application session. Destroy 40 years after separation of employee.</p> <p><i>upon closure of program (i.e., July 1, 2022)</i></p>		<p><i>NGM 10/14/82</i></p> <p><i>destroy on</i></p>
	<p>(C) List of names and addresses of enrollees: Retain list in office. Destroy when 5 years old.</p> <p>B. All other offices: Not applicable</p>		<p><i>Withdrawn (already covered by NCI-95-78-5) RTB NGM 10/14/82</i></p>