

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
 (See Instructions on reverse)

|  |   |
|--|---|
| LEAVE BLANK  |   |
| JOB NO   | <b>NCI-95-83-1</b>                                    |
| DATE RECEIVED  | <b>10-5-82</b>  |
| 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |   |
| <b>4/12/84</b><br>Date   | <i>John W. Ware</i><br>Archivist of the United States |

TO **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of Agriculture

2. MAJOR SUBDIVISION  
Forest Service

3. MINOR SUBDIVISION  
Cooperative Forestry (Rural Forestry Assistance)

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 6 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<br><b>9/29/82</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Hoyt L. Abney</i><br>Hoyt L. Abney | E. TITLE<br>Records Management Officer |
|---------------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
|            | <p>The Rural Forestry Assistance Program is authorized under Section 3 of P.L. 95-313, under the Cooperative Forestry Assistance Act of 1978. This program provides financial and technical assistance to State forestry agencies to improve management of all forest resources through technical advice and assistance to non-industrial private landowners. States utilize Federal assistance to improve management of all forest resources through technical advice and assistance to non industrial private landowners; improve utilization of wood and wood products through technical advice and assistance to loggers and wood processors; procure, produce, and distribute tree seeds and trees, and improve and expand State nursery facilities; develop genetically improved seed through tree improvement programs.</p> <p>These records were generally approved under NN 166-136 (March 14, 1966). Due to recent major manual revisions, extensive revisions of the file plan were required.</p> | <p>NN 166-136</p>   | <p>47 items</p>  |

115-107

Copy to agency, by RTB, 4/13/84  
 To all FRC's (except GKP), NNF, 4/13/84 sent 4/29/84 by DMW.

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

MASS DATA CHANGE SHEET ATTACHED

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
| 1             | <p>3200 Rural Forestry Assistance (Includes general correspondence related to overall policy on Cooperative Forestry assistance programs.) (TITLE CHANGE)</p> <p>A. Washington Office: Destroy records when 15 years old.</p> <p>B. Regions, Areas, Experiment Stations: Destroy records when 10 years old.</p> <p>C. All other offices: Destroy records when 3 years old.</p>   | #213                      |                     |
| 2             | <p>3200-1 Inquiries (Includes Standard transmittal or reply to inquiries.)</p> <p>A. All offices: Destroy records when 3 months old.</p>   |                           |                     |
| 3             | <p>3200-2 Training (Includes correspondence related to training for State Foresters and private landowners.)</p> <p>All offices: Destroy records when 5 years old.</p>   | #214                      |                     |
| 4             | <p>3210 Forest Management Assistance (Includes general correspondence related to non-federal land resource management assistance, technical assistance.) (TITLE CHANGE <i>ONLY</i>)</p> <p>A. Washington Office: Destroy records when 15 years old.</p> <p>B. Regions, Areas, Experiment Stations: Destroy records when 10 years old.</p> <p>C. All other offices: Destroy records when 3 years old.</p>   | #215                      |                     |
| 5             | <p><i>Note: File old 3210 Cooperative Programs here.</i></p> <p>3210-1 Reports (Includes Annual Financial Status Report and Accomplishment Report. These reports document the financial status and units of measure accomplished during the period being reported by program recipients. The data is submitted to the WO in summary form by Regions and Areas and is compiled into nationwide summaries. These reports are included in FS Report to the Department of Agriculture, the President and Congress. These Reports are used to plan future needs of the Rural Forestry Assistance Program.) (TITLE CHANGE)</p> <p>A. Washington Office: Destroy records when 15 years old.</p> <p>B. Regions, Areas, Experiment Stations: Destroy records when 10 years old.</p> <p>C. All other offices: Destroy records when 3 years old.</p> <p><i>Note: 3210-1 Control records file under 1410</i></p> | #216                      |                     |

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|---------------|---|---------------------------|---------------------|
| 6             | 3210-2 Cooperative Agreements. File designation is deleted. File under 1530 or 1540.  | #217                      |                     |
| 7             | 3210-3 Financing. File designated is deleted. File records under 6510, 6520.  | #218                      |                     |
| 8             | 3210-4 Plans. File designation is deleted. File records under 6520.   | #219                      |                     |
| 9             | <p>3220 Cooperative Nursery Production (Includes general correspondence related to assistance in furnishing adequate forest tree plant stock.) (TITLE CHANGE AND SUBJECT CHANGE)</p> <p>A. Washington Office: Destroy records when 15 years old.</p> <p>B. Regions, Areas, Experiment Stations: Destroy records when 10 years old.</p> <p>C. All other offices: Destroy records when 3 years old.</p> <p><u>Note:</u> File old 3220 Forest Management Assistance records under new 3210.</p>                          | #220                      |                     |
| 10            | <p>3220-1 Nursery Production Assistance (Includes general correspondence, administrative studies, reviews related to Cooperative Forestry tree nursery programs.)</p> <p>A. Washington Office: Destroy records when 15 years old.</p> <p>B. Regions, Areas and Stations: Destroy records when 10 years old.</p> <p>C. All other offices: Destroy records when 3 years old.</p> <p><u>Note:</u> 3210-1 Cost Sharing Conservation Programs file designated is deleted. File records under 3300 Forestry Incentives.</p> |                           |                     |
| 11            | 3220-2 Seed Handling and Testing (Includes general correspondence, about the cleaning, drying, extraction and testing of tree seeds conducted by the National Tree Seed Laboratory. This Forest Service unit is located in Macon, Georgia and provides a seed testing service for State, Private and Federal clientele.   |                           |                     |

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|---------------|--|---|-------------------------------|
|               | <p>File administrative studies under 4110-1-2. Study Plans.)</p> <p>A. Washington Office: Destroy records when 15 years old.</p> <p>B. Regions, Areas, Experiment Stations: Destroy records when 10 years old.</p> <p>C. All other Offices: Destroy records when 3 years old</p> <p>Note: 3220-2 Forestry Loans designation is deleted. File records under 3300 Forestry Incentives.</p>   |   |                               |
| 12            | <p>3220-2-1 Seed Bank Case Files (Includes case studies, correspondence with foreign researchers, U.S. Phyto Certificate, Packing List, Receipt of Registered Mail, Foreign Import Permit, Report of Money received and Bill of Collection.)</p> <p><u>National Tree Seed Laboratory:</u></p> <p>A. Paper Record: Destroy paper records when 5 years old.</p> <p>B. Microfilm Record: If desired, a microfilm record may be made to replace original paper records. (1) The microfilm shall be made in accordance with the provisions of FPMR 101-11.5. (2) Destroy the original paper record when the microfilm is reviewed and found satisfactory. (3) Destroy the microfilm record when 5 years old.</p> <p>C. All Other Offices: Not applicable</p>  |   |                               |
| 13            | <p>3220-2-2 Seed Testing Case Files (Includes test request sheet, laboratory worksheet, radiograph, germination sheet for each treatment, tetrazolium test sheet and correspondence on test interpretations.)</p> <p><u>National Tree Seed Laboratory:</u></p> <p>(1) A master microfilm record and working copy shall be made to replace the original paper records. (2) The microfilm records shall be made in accordance with the provisions of FPMR 101-11.5. (3) Destroy the original paper records when the microfilm is reviewed and found satisfactory.</p> <p>A. <u>Microfilm Master File:</u> <del>Permanent. A silver original microfilm copy and one positive diazo copy shall be offered to NARS in accordance with Microfilm the provisions of FPMR 101-11.5.</del></p> <p>B. <u>Working Copy:</u> Retain in office. Destroy when 5 years old.</p> | <p>Destroy in agency when no longer needed for reference.</p> | <p>RTB<br/>NH<br/>3/30/84</p> |

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|               | C. All other Offices: Not Applicable  |                           |                     |
| 14            | 3220-3 International Exchange of Seed (Includes general correspondence, records of policies and procedures, exchanges (records of seed transfers) of seed and pollen internationally.)<br><br>A. Washington Office: Destroy records when 15 years old.<br><br>B. Regions, Areas, Experiment Stations: Destroy records when 10 years old.<br><br>C. All other Offices: Destroy records when 3 years old.   |                           |                     |
| 15            | 3220-4 International Seed Trade (Includes general correspondence and records of policies and procedures related to the control of Forest reproductive material moving in international trade.)<br><br>A. Washington Office: Destroy records when 15 years old.<br><br>B. Regions, Areas, Stations: Destroy records when 10 years old.<br><br>C. All other Offices: Destroy records when 3 years old.  |                           |                     |
| 16            | 3230 Cooperative Tree Improvement (Includes general correspondence, studies, reports related to Cooperative Forestry tree improvement programs covered under P.L. 95-313. These programs are designed to ensure that genetically improved seed is used for planting and direct seeding of forest trees. Establish as case files.)<br>(TITLE CHANGE <b>ONLY</b> )<br><br>A. Washington Office: Destroy 15 years after case file closed.<br><br>B. Regions, Areas, Experiment Stations: Destroy 10 years after case file is closed.<br><br>C. All other Offices: Destroy 3 years after case file is closed. | #221                      |                     |
| 17            | 3230-1 Tree Seed and Planting Stock. File designation is deleted. File records under 3220-1 Nursery Production.   | #222                      |                     |
| 18            | 3230-2 Tree Improvement. File designation is deleted. File under new 3230.  | #223                      |                     |

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| 19            | 3230-3 Tree Planting. File designation is deleted. File records under 3220-1  | #224                      |                     |
| 20            | 3240 Forest Products Utilization (Includes general correspondence and records related to assistance for improvement of harvesting, processing, marketing and use of wood, wood products, and wood for energy.<br><br>A. Washington Office: Destroy records when 15 years old.<br><br>B. Regions, Areas, Experiment Stations: Destroy records when 10 years old.<br><br>C. All other Offices: Destroy records when 3 years old.                                  | #226                      |                     |
| 21            | 3250 Forest, Soil and Water Management (Includes general correspondence and records related to protection and improvement of soil fertility and productivity on non-federal forest lands, and the quality, quantity and timing of water yield.)<br><br>A. Washington Office: Destroy records when 15 years old.<br><br>B. Regions, Areas, Experiment Stations: Destroy records when 10 years old<br><br>C. All other offices: Destroy records when 3 years old. | #229                      |                     |