

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-95-83-4

DATE RECEIVED

NOV 26 1982

NOTIFICATION TO AGENCY

Order in the process of 44 USC 3313, the disposal of records, amendments, is approved except for items that may be stamped "disposal" or "preserved" withdrawn in 1980-10

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20409

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

2 MAJOR SUBDIVISION
Forest Service

3 MINOR SUBDIVISION
Administrative Service

4 NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5 TEL EXT

382-9897

2-4-83
Date

[Signature]
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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/19/82	<i>[Signature]</i> Hoyt L. Abney	Records Management Officer

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	These records were generally scheduled under NN166-136 (March 14, 1966) Comprehensive Schedule.	NN166-136	
1	6400-2 Reports (Deleted) <i>File existing reports under 6400 Primary except those related to 6410-4 and 6440-7</i>		
2	6410-3 Excess and Surplus (General correspondence and forms relating to the declaration of personal property as excess and surplus; acquisition of excess personal property.)	#461 GRS 4-5	
	<u>All Offices:</u> Destroy when 3 years old.		
3	6410-4 Records and Inventory (Includes inventories of accountable personal property such as AD 113, PMIS/ Property Report #350.)	#462	
	<u>All Offices:</u> <u>Hard Copy:</u> Destroy annual inventories and related documents when 5 years old.		
	<u>Computer Tapes:</u> Destroy 10 years after the close of the fiscal year involved.	<i>GRS 7-3</i>	<i>withdrawn RFB NM, 11/1/83</i>
	<u>Note:</u> These documents are support documents for general ledger accounts under 6550.		

Copy to agency, sent by R. Butler, 2/10/83

Copy to NNF + all FRC's except 3KD + 6KP, 2/11/83

MOC sheet attached to FRC copies

20 items

*115-107
Checked
2/2/83
MM*

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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
4	6410-4-1 Registers (Includes registers of GBL's and other accountable forms.) All Offices: Destroy ^{in agency} after GAO audit and records no longer have administrative use.		
5	6410-4-2 Registers for Items of Tangible and Other Value (Includes registers for subway tickets, I.D. badges, keys, building passes, etc.) <i>Register is closed when each item is accounted for. Retain in office.</i> All Offices: Destroy 3 years after register is closed.		
6	6410-7 Reports (Recurring and non-recurring reports such as Utilization and Disposal of Excess and Surplus; Exchange/Sale of Personal Property; Report of Acceptance of Gift or Personal Property.) A. <u>Washington Office</u> : Destroy when 10 years old. B. <u>All Other Offices</u> : Destroy when 3 years old Note: Exception taken to GRS. 4-5 for WO. Longer retention will enable the Washington Office to develop trends of excess property, examine value of property in FS and determine whether the agency made a good sale on property.	GRS 4-5	
7	6420-1 Stores (Deleted)	#466	
8	6420-2 Cupboard Stock (Deleted)	#467	
9	6440-1 Excess (Includes reports, disposition instructions and correspondence related to excess real property. See <u>NOTE</u> under 6440-1-1 for disposition of records considered necessary and convenient for the use of real property transferred to another Federal agency or sold donated or traded to a non-Federal entity.) All Offices: Destroy records when 10 years old.	#469	
10	6440-1-1 Surplus (Includes reports disposition instructions and correspondence related to surplus property as well as records related to the sale, donation or trade of surplus property.)		

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	ACTION TAKEN
<p>A. <u>Washington Office, Regions, and Areas, Experiment Stations and Supervisor's Office:</u> Permanent. Transfer to FRC 1 year after transaction completed and case file closed. Offer to NARS when records are 20 years old. <i>Use disposition instructions provided GRS</i></p> <p>B. <u>All other offices:</u> Retain records in office. Destroy when administrative use ceases.</p> <p><u>Annual Accum:</u> less than 1 cubic foot.</p>	<p>ier s RTB NM 1/6/83</p>	<p>GRS-4-7</p>	
<p>NOTE: Records necessary or convenient for the use of real property sold, donated or traded to non-Federal ownership will be conveyed to the new custodian upon completion of sale, trade, donation or transfer proceedings. These records include site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance and (c) that if the property is released for historical use of purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.</p>			
<p>11 6440-2 Quarters (Includes general correspondence, direction for quarters management)</p>	<p>A. <u>Washington Office, Regions, Areas and Experiment Stations:</u> Destroy records when 5 years old.</p> <p>B. <u>All other offices:</u> Destroy records when 3 years old.</p>		
<p>12 6440-2-1 Rental Rates (Includes reports, print-outs, correspondence, contract information regarding the establishment of rental rents.)</p>	<p>A. <u>All Offices:</u> Destroy records when 5 years old.</p>		

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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
13	<p>6440-2-2 Inventory and Rate Setting (Includes Government Quarters Inventory Form FS 6400-1 (7/82). Inventory describes quarters such as: number of rooms, renovations, condition, heating and cooling system, number of stories, etc., Inventory is updated periodically.)</p> <p>A. <u>All Offices</u>: Destroy ^{in agency} when superseded or obsolete.</p>		
14	<p>6440-3-1 Leases (Includes determinations, findings, market surveys, solicitation award and administration of acquisition of leasehold interest in real property under Forest Service leasing authority. (Includes disputes and appears in related case folders.)</p> <p>A. <u>All Offices</u>: Destroy 6 years and 3 months after <u>final payment</u>. (Place in inactive file on final payment, transfer fiscal year block to Federal Record Center after 8 ² years.)</p>	RTB NM 1/16/83	
15	<p>6440-4 Reports (Recurring and non-recurring reports such as Annual Report of Real Property Leased to the U.S., Report of Space Used by Building, Rental Housing Survey.)</p> <p>A. <u>Washington Office</u>: Destroy records ^{in agency} when 10 years old.</p> <p>B. <u>All Other Offices</u>: Destroy records ^{in agency} when 5 years old.</p>		