

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

LEAVE BLANK

JOB NO

*NCI-95-83-5*

DATE RECEIVED

*3-22-83*

NOTIFICATION TO AGENCY

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*6-9-83*

Date

*[Signature]*  
Agent 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  
State and Private Forestry (Cooperative Fire Pre.)

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 3 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>3/18/83</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary H. Davis</i> Mary Davis	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>Records under 1590 were cited as having no authority for the retention periods and subsequently were unscheduled as part of the NARS Moritorium. This schedule established retention periods for records in the 1590 series.</p> <p>Defense and Emergency Operations records reflect the Forest Service intent to perform activities for the immediate protection of life or property threatened by major disasters and emergencies.</p> <p>1590 Defense and Emergency Operations (General correspondence regarding disasters and emergency protection of life and property.)</p> <p><u>All Offices:</u> Destroy records when 2 years old.</p> <p>1590-1 Damage Surveys and Reports is deleted. File damage surveys under 1590-3 and reports under 1590 Primary and apply retention period.</p>	GRS 18-27	

*12 items*

115-107 to agency, by RTB, 6/13/83  
to NWF & all FRC's except GKP, 6/14/83 - sent out 6-27-83 by DMW  
NWF Sent out by DMW on 6-14-83  
MDC Sheet attached to FRC copies

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

**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
2	<p>1590-2 Civil Defense (Includes general correspondence and records related to Regional Emergency Staffs (RES) State Emergency Boards (SEB) and County Emergency Boards (CEB).</p> <p><u>All Offices:</u> Destroy records when 2 years old.</p>	GRS 18-27	
3	<p>1590-2-1 Disaster Plans (Includes relocation sites, transportation, communications, order of succession and related records. Some plans are terminated annually or after a given incident.</p> <p><u>Washington Office, Regional Offices, Area, and Experiment Stations:</u> Destroy records 3 years after plan is terminated or superceded.</p> <p><u>All other offices:</u> Destroy when no longer needed. Transfer to FRC is not authorized.</p>	GRS 18-28(b)	GRS 18/29
4	<p>1590-2-2 Identification Cards (FEMA 11-2) (Includes general correspondence, waivers of records related to requirements, national policy of issuance and retention of cards, card control system.)</p> <p><u>Washington Office, Regional Offices and Areas, Experiment Stations:</u> Destroy records when 3 years old.</p> <p><u>All other offices:</u> Destroy records when 1 years old.</p>		
5	<p>1590-2-3 Major Disasters (Case Files which contain action plans, correspondence and other records related to specific disasters and emergency plans.) Establish as case files.</p> <p><u>Washington Office, Regional Offices and Area:</u>  <del>Destroy records 10 years after case file is closed.</del>  <del>Transfer to FRC 3 years after case is closed.</del>  <b>DISPOSAL NOT AUTHORIZED</b></p> <p><u>All other offices:</u> <del>Destroy records 3 years after case file is closed.</del> <b>DISPOSAL NOT AUTHORIZED</b></p> <p><u>Note:</u> 1590-2-3 Reports is deleted. File existing documents under primary 1590 and apply retention period.)</p>		RTB NM 5/24/83

## 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
6	<p>1590-3 Rural Fire Defense (Includes general correspondence related to rural fire defense.)</p> <p><u>Washington Office, Regional Offices and Area:</u> Destroy when 3 years old.</p> <p><u>All other offices:</u> Destroy records when 1 years old.</p>		
7	<p>1590-4 Cooperation (Delete file designation. File existing material under 1580 and apply retention periods.)</p> <p>1590-4-1 Memorandums of Understanding and Agreements (Delete file designation. Last document issued was 1967. Destroy any existing documents upon issuance of this amendment.)</p>		
8	<p>1590-5 Search and Rescue (Includes general correspondence reports and other records related to search and rescue operations.)</p> <p>Note: Statute of limitations on claims against the United States is 6 years with a 3 year grace period under 28 U.S.C. 2401, Time of Commencing Action Against United States, Part A.</p> <p><u>All Offices but Experiment Stations:</u> Destroy records when 8 years old.</p> <p><u>Experiment Station:</u> Not applicable.</p> <p>1590-5-1 Cooperative Agreements (Delete file designation. File this material under 1580 and apply retention period.)</p>		