

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

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JOB NO <i>NCI-95-83-6</i>	
DATE RECEIVED <i>3-22-83</i>	
NOTIFICATION TO AGENCY <small>Under the provisions of 44 USC 3103, the agency is required to respond to this request for records disposal information within 30 days of the date of this request.</small>	
Date <i>3-29-84</i>	Archivist of the United States <i>[Signature]</i>

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 Management

4 NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Norina G. Mosby

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 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 <i>3-18-83</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary A. Davis</i> Mary A. Davis	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
1	<p>File designations under the 1200 and 1300 series were generally approved under the Comprehensive Schedule NN-166-136 (Approved March 6, 1966). The following designations were cited by NARS as having no authority for their retention periods and subsequently were unscheduled. This schedule establishes new retention periods and modifies the existing file plan.</p> <p>1200 Organization (Includes general correspondence and other records which pertain to organizational matters principals; do not use for material which can be classified more appropriately under specific existing subjects.</p> <p><u>Washington Office, Regions, Area, and Experiment Stations:</u> Destroy records when 3 years old.</p> <p>1200-1 Reports. Delete file designation. File any existing records under 1200 Primary and apply retention period.</p>		<i>18 items</i>

115-107

*copy to agency, by RTB, 3/30/84*

*to NNF, NNB, & all FCC's (except 6KP) - 4/13/84 - SENT 4-19-84  
MDC sheet attached to FCC copies*

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2	<p>1200-2 Special Studies and Review (Studies requested by management in assessing the needs of the organization. The studies can be substantive. For example, studies that affect overall Forest Service organization, or Regional or WO organization, or are otherwise of special significance to Forest Service. Other studies are routine in nature. For example, a workload measurement or a study of organization of a typing pool.)</p> <p><u>NOTE:</u> Destroy routine studies and related background papers when 3 years old.</p>		
2a	<p><u>All Offices: Significant Studies-Final Report. Permanent Offer to NARS in 5 year blocks when 20 years old.</u></p> <p>1200-2-1 Background Papers for Significant Studies. Destroy records when 10 years old.</p>	<p>by title, less than 1 cu ft/yr in years</p>	<p>when significant studies are done. For some years, there will be only routine studies.</p>
3	<p>1220-5 Position Management (Includes reviews, studies and general correspondence which evaluate and analyze positions and structure within the organization.)</p> <p><u>Washington Office, Regions, Area, and Experiment Station</u> Destroy records when 5 years old.</p> <p>1230-1 Assignments (File designation is deleted. File existing records under 1230 and apply retention period.)</p> <p>1250 Technology Transfer (Deleted. File existing records under 1320 and apply retention period.)</p> <p>1250-1 Reports (Deleted. File existing records under 1320-1 and apply retention period.)</p>	<p>ALL OFFICES;</p>	

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4	<p>1300 Management (General correspondence pertaining to management function. Does not include material which can be classified more appropriately under specific existing subjects.)</p> <p><u>Washington Office:</u> Destroy records when 5 years old.</p> <p>1300-1 Inquiries (Deleted. Destroy any existing inquiries when 3 months old.)</p> <p>1300-2 Reports (File designation deleted. File only existing records under 1300 Primary and apply the retention period.)</p> <p>1300-3 Copyrights (Deleted. File any existing material under 1630 Primary and apply retention period.)</p>		
5	<p>1310 Methods of Doing Business (Includes general correspondence pertaining to Systems by which the Forest Service can accomplish tasks related to the goals and objectives of the agency; workforce management and planning; Annual Administrative Management Report.)</p> <p><u>All Offices:</u> Destroy records when 3 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
6	<p>1310-1 OMB Circulars (Includes records pertaining to procedures for determining whether an activity should be performed in house or by contract; AD 772 Gov/Contract Operation of Commercial/Industrial Activity Review and the back-up records for A-76 review of activities.)</p> <p><u>All Offices:</u> Destroy records when 5 years old or when subsequent internal review is completed.</p>		
7	<p>1310-2 Inventory (on going inventory of commercial or industrial (C/I) goods and services information is gathered on AD 771 Commercial/Industrial Activities and Contracts Inventory.)</p> <p><u>All Offices:</u> Destroy records when OMB Circular A-76 is superseded or inventory is no longer required.</p>		
8	<p>1320 Technology Transfer (Includes general correspondence pertaining to service-wide technology transfer process arising from PL 96-480 Technology Transfer Act. The objective of Forest Service Technology Transfer is the prompt efficient application of useful knowledge and technology in the protection and management of the Nation's forest land resources, and associated rangelands. The Forest Service informs and assists potential users in applying useful research findings; users are encouraged to participate in Technology Transfer activities and to provide feedback to researchers.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		
9	<p>1320-1 Reports (includes Forest Service Annual Technology Transfer report. An internal publication, the report was first published in 1982. Compiled from regions, the Area and stations, this report is designed to evaluate technology transfer activities such as uses made of new technologies; problems with application objectives for the next fiscal year. Data is presented as case histories.</p> <p>Another report is the PL-480 Biennial Report which is compiled from field reports consolidated by the Washington Office and sent to the Department of Commerce. This report provides examples of technology transfers to State, local and private sectors; methods of information dissemination; technical assistance; and assessments for potential for transfers to other sectors of the economy.)</p>		

*see following page for additional items (Item 1320-2 and continuation of 1320)*

1320 (continued)

Collection of historical records documenting the establishment of the Technology Transfer program, created between 1972 and 1983. Arranged by subject  
Ca. 1 1/2 cu ft total.

- a) Washington Office: PERMANENT. Offer to NARS when 20 years old or when no longer needed for administrative use, whichever is sooner.
- b) All other offices: Not applicable.

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1320-2. Technology Transfer Council. Includes meeting minutes, agendas, and back-up material related to activities of the Council, which is made up of Associate Deputy Chiefs and sets Technology Transfer policies for the Forest Service. Arr. by meeting, Ca. 5 1/4 cu ft.

- a) Washington Office: PERMANENT. Offer to NARS <sup>in 5-yr. blocks</sup> when 20 years old.
- b) All other offices: Not applicable

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10	<p><u>Washington Office</u>: Destroy records when 5 years old.</p> <p><u>All Other Offices</u>: Destroy records whne 3 years old.</p> <p><u>All Offices</u>: Destroy field reports 2 years after report is published.</p> <p>1330 Direction (Deleted. File existing records under 1300 Primary and apply retention period.)</p> <p>1330-1 Reports (Deleted. File existing records under 1330 Primary and apply retention period.)</p> <p>1360 Meetings (Includes external, in-service, staff and public meetings. Functional activities or projects resulting from a meeting should be filed under appropriate subjects. See also 1350 and 2250.)</p> <p>Washington Office: Destroy records when 5 years old.</p> <p>1360-1 Reports (Deleted. File existing records under Primary and apply retention period.)</p>		