

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
Area Planning and Development

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Norina G. Mosby

382-9897

LEAVE BLANK	
JOB NO	NCI- 95-83-9
DATE RECEIVED	6/2/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-17-84 Date	<i>[Signature]</i> 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 5 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	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5/31/83	<i>Mary H. Davis</i> Mary H. Davis	Records Management Officer		
ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
1	<p>Records in the 3500 and 3600 series were generally approved under NN-166-136. They were cited by NARS as having no authority of the existing retention and the records were unscheduled. This schedule request the establishment of retention periods for these records series.</p> <p>Cooperative Watershed, administered by Soil Conservation Service, addresses river basin and watershed needs through projects. Forest Service is responsible for the forestry aspects of these projects. These records are housed under 3500.</p> <p>Rural Development, records under 3600, supports state, local and multiagency efforts to address rural problems. Forest Service has input into policy development, serves on Councils and carries out forestry-related activities through projects.</p> <p>3500 Cooperative Watershed (Includes general correspondence too broad to be filed under a specific heading; policy information generated by SCS ;also general reports to the Soil Conservation Service.)</p> <p><u>All offices:</u> Destroy records when 5 years old.</p>			

115-107

*Copy to agency, RTB, 1/24/84
Copy to NNF, NNB, (all FRC's except 6 KP - 2/13/84 - sent 2/27/84 by DMW.)*

NNF + NNB sent 2-24-84 by DMW.

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

2 5

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	3500-2 Reports (delete. File any existing records under 3500 and apply retention period.)		
2	3510 Watershed Protection and Flood Prevention (Includes general correspondence related to P.L. 566 which ensures that all forest and rangelands are evaluated and considered from a multiple-use standpoint on multiple-use watershed projects.) <u>All offices:</u> Destroy records when 5 years old.		
3	3510-1 Reports (Includes reports of activities accomplished on projects by acres, compiled by project, summarized by Regions and the Washington Office. Data is submitted in the Chief's Report and Soil Conservation Service Explanatory Notes which goes to Congress. Report is submitted annually.) <u>Washington Office, Regions and Area:</u> Destroy records when 10 years old. <u>All other offices:</u> Destroy records when 5 years old.		
4	3510-2 Small Watershed Projects (Case files which contain applications, correspondence planning process, forestry reports prepared on each project, watershed workplan contract documents, project accomplishment reports, EIS's) Folder filed alphabetically by program or project. <u>All offices:</u> Destroy records 10 years after case is closed.		
5	3520 River Basin Programs (Includes general correspondence related to comprehensive and special planning efforts that will result in the best use or combination of uses of water and related land resources.) <u>All offices:</u> Destroy records when 5 years old.		
6	3520-1 River Basin Studies (Case files which contain proposals to study, plans of work, correspondence, reports and financial data.) <u>All offices:</u> Destroy records 15 years after case is closed.		

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

25

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7	<p>3530 Flood Prevention Program (Includes correspondence pertaining to P.L. 534 which ensures restoration and preservation of desirable watershed conditions on forest lands.)</p> <p><u>All offices:</u> Destroy records when 5 years old.</p>		
8	<p>3530-1 Flood Prevention Projects (Case files which contain project plans, correspondence, reviews, budgetary information, workplans, and accomplishment reports.)</p> <p><u>All offices:</u> Destroy records 25 years after case is closed.</p>		
9	<p>3540 Emergency Flood Prevention Program (Includes general correspondence pertaining to emergency measures used to assist local areas on forest lands affected by fire, flood or other disasters.)</p> <p><u>All offices:</u> Destroy records when 5 years old.</p>		
10	<p>3540-1 Emergency Projects (Case files containing records such as applications, approvals, and completion reports.) TITLE CHANGE.</p> <p><u>All offices:</u> Destroy records 25 years after case is closed.</p> <p><u>NOTE:</u> 3540-1 Reports is deleted. File any existing records under 3540 and apply retention period.</p>		
11	<p>3560 Interagency Programs (Includes general correspondence pertaining to States, counties, municipalities and other local groups involved in watershed programs described above.)</p> <p><u>All offices:</u> Destroy records when 5 years old.</p>		
12	<p>3570 Hydrologic Surveys and Analysis (Includes correspondence related to program direction, planning, conducting, and evaluating hydrologic surveys and analysis in response to a Cooperative Watershed Management Study or Program. File technical reports in the project folder under 3570.)</p> <p><u>Washington Office, Regions, and Area:</u> Destroy records when 10 years old.</p> <p><u>All other offices:</u> Destroy records when 5 years old.</p>		

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
13	<p>3580 Water Quality Protection and Improvement (Includes correspondence, reports and other records relevant to sections of the Act which include State Water Quality regulations promulgated in response to the Clean Water Act and; technical assistance provided to State agencies.)</p> <p><u>Washington Office, Regions and Area:</u> Destroy records when 10 years.</p> <p><u>All other office:</u> Destroy records when 5 years old.</p> <p>NOTE: File designations 3580-1, 2 and 3 are deleted. File any existing records under 3580 and apply the retention periods.</p>		
14	<p>3600 Rural Development and Cooperative Planning (Includes general correspondence too broad to be filed under a specific subject heading.)</p> <p><u>Washington Office, Regions, Area, and Experiment Stations</u> Destroy records when 5 years old.</p> <p><u>All other offices:</u> Destroy records when 3 years old.</p>		
15	<p>3610 Rural Development (Includes general correspondence and other records pertaining to the coordination of forestry activities with other USDA Committees and outside agencies, to help support State and local concerns to eliminate problems in rural areas.</p> <p>a) <u>WO - PERMANENT</u>, offer to NARS in 5-year blocks when 20 yrs old.</p> <p>b) <u>Washington Office, Regions and Area:</u> destroy records when 5 years old.</p> <p>c) <u>All other offices:</u> Destroy records when 3 years old.</p>	<p><i>Can be subject, Can 2 1/2 yr</i></p>	<p><i>RTB NM 12/5/83</i></p>
16	<p>3610-1 Reports (Includes the Annual Rural Development Report which is a consolidated report from field units summarizing special projects with USDA to help farmers. Also the Annual Needs Assessment Report required by USDA which has input from States, Food & Agricultural Councils, etc. Forest Service has input that relates to rural development policy issues.)</p> <p><u>Washington Office, Regions and Area:</u> Destroy records when 5 years old.</p> <p><u>All other offices:</u> Destroy records when 3 years old.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
5 5

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
17	<p>3620 Cooperative Planning (Includes general correspondence related to working with State and local governmental units for purposes of comprehensive and regional planning and development, identifying forestry activities and opportunities which will help these groups with new and expanded problems to meet the needs of their citizens. Some of these groups include regional planning commissions or councils (RPC), councils of governments (COG), economic development districts (EDD), local development districts (LDD), and resource conservation and development (RC&D) areas.)</p> <p><i>W.O. - PERMANENT, offer to NARS in 5-yr blocks when</i></p> <p><u>Washington Office, Regions, Area, and Experiment Stations:</u> Destroy records when 5 years old.</p> <p><u>All other offices:</u> Destroy records when 3 years old.</p>	<p><i>an. by subject. Ca. 1" by 20 yrs. old.</i></p>	<p><i>RTB N/A 12/5/83</i></p>
18	<p>3620-1 Economic Development Regions (Includes general correspondence pertaining to ED regions and forestry activities.)</p> <p><u>Washington Office, Regions, Area, and Experiment Stations:</u> Destroy records when 5 years old.</p> <p><u>All other offices:</u> Destroy records when 3 years old.</p>		
19	<p>3620-2 Multicounty Planning (Includes general correspondence pertaining to multicounty planning and forestry activities.)</p> <p><u>Washington Office, Regions, Area, and Experiment Stations:</u> Destroy records when 5 years old.</p> <p><u>All other offices:</u> Destroy records when 3 years old.</p>		
20	<p>3620-3 Resource Conservation and Development (RC&D) Projects (Case files containing applications, plans, and changes in forestry).</p> <p><u>All offices:</u> Destroy records 10 years after case is closed.</p> <p><u>NOTE:</u> These RC&D Projects are legislated and funded by the Farm Bill of 1981. Soil Conservation Service is the lead agency. FS provides technical assistance on forestry activities. Currently, there are no specific close-out procedures provided by SCS or FS. These projects have been in existence since 1972. Closure is dependent upon Congress closing or restoring projects through legislation.</p>	<p><i>12/7/83</i></p>	