

**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  
**Office of Information**

4 NAME OF PERSON WITH WHOM TO CONFER

**Norina G. Mosby**

5 TEL EXT

**382-9897**

LEAVE BLANK	
JOB NO <b>NCI-95-83-10</b>	
DATE RECEIVED <b>8-8-83</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>2-6-84</b> 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 \_\_\_\_\_ 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 <b>8/5/83</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Mary 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>This schedule covers Information Services records in the 1600 series. They were approved generally under job No. NN 166-136. We are requesting approval for the following file series: 1600,1620,1630,1650,1670,1680 and 1690.</p> <p>The objective of Information Services is to obtain public awareness and understanding of Forest Service programs, activities, and services and to involve the public in Forest Service decision-making processes.</p> <p>1600-2 Reports(Deleted. File existing records under 1600 and apply the retention period.)</p> <p>1620 Public Involvement Programs (Records and correspondence regarding public involvement programs too broad to file under a specific secondary or tertiary number.)</p> <p>a. <u>Washington Office, Regional Office, Area, and Experiment Stations</u>: Destroy when 5 years old.</p> <p>b. <u>All Other Offices</u>: Destroy when 3 years old.</p>		52 items

*Copy to agency, by RTB, 2/7/84*  
*copy to NNF + all FRC'S. except GKP- 2/13/84 - 2/15/84*  
*MDC sheet attached to FRC copies*

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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
√ 2	1620-1 Woodsy Owl Environmental Program (Includes general correspondence on items informing the public of environmental clean-up projects and licensing programs.)  <u>All Offices:</u> Destroy when 3 years old.		
√ 3	<del>1620-1-1 Cooperative Agreements</del> <sup>Licenses &amp; Contracts</sup> (Case folders filed alphabetically.)  <u>All Offices:</u> Destroy case folders 3 years after the case is closed.  1620-2 Cooperative Forest Fire Prevention Program Deleted the file designation. File records material under 3110-1.)		DHH/VM 9/7/83
√ 4	1620-3 Environmental Education Program (Includes general correspondence. File in folders designated internal or external if desired.)  <del>a. Washington Office, Regional Office, Area, and Experiment Stations: Destroy when 3 years old.</del>  b. <u>All Other Offices:</u> Destroy when <sup>3</sup> / <sub>2</sub> years old.		DHH/VM 9/7/83
√ 5	1620-3-1 Cooperative Agreements (Includes supplements, revisions, and related correspondence.)  <del>a. W.O., R.O., Area, and Experiment Stations: Destroy when 5 years old.</del>  b. <u>All Other Offices:</u> Destroy when 3 years old. <sup>after close of case,</sup>		DHH/VM 9/7/83
6	1620-4 Cooperative Outdoor Environmental Programs (Includes tree planting and all other outdoor programs involving cooperation with the public regarding the environment.)  <u>All Offices:</u> Destroy when 3 years old.		
7	1620-4-1 Cooperative Agreements and Memorandums of Understanding (Includes supplements, revisions and relating correspondence.)  <del>a. W.O., R.O., Area and Experiment Station: Destroy 5 years <sup>All offices:</sup> <del>years after superseded or obsolete.</del></del>  b. <u>All Other Offices:</u> Destroy when 3 years old. <sup>after case closes.</sup>		DHH/VM 9/6/83

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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
8	1620-5 Group Contacts (Ref. USDA-FS Privacy Act System 19 description. Identifies 100 key national interest groups that FS maintains contact with. Office of Information coordinates the contacts, and maintains list which is updated 2-3 times a year.)  <u>All Offices: Destroy when 1 years old.</u>		
<del>9</del>	<del>1620-5-1 Planning (Includes material relating to establishing direction and or standards for planning group contacts.)  <u>All Offices: Destroy when 3 years old.</u></del>		<i>withdrawn 9/6/83 DHH/VM</i>
<del>10</del>	<del>1620-5-2 Coordination (Includes general correspondence of either an internal or external nature involving coordination.)  <u>All Offices: Destroy when 3 years old.</u></del>		<i>withdrawn, 9/6/83 DHH/VM</i>
11	1620-5 <sup>3</sup> Cooperative Activities (Includes speeches and demonstration or "Show-me" trip information.)  <u>All Offices: Destroy when 3 years old.</u>		
12	<sup>Public Participation</sup> 1620-6 <del>Inform and Involve</del> Program (Includes general correspondence.)  <u>All Offices: Destroy when 3 years old.</u>		<i>DHH/VM 9/7/83</i>
<del>13</del>	<del>1620-6-1 Policy (Background papers related to establishing direction and/or standards.)  <u>All Offices: Destroy when 3 years old.</u></del>		<i>withdrawn DHH/VM 9/7/83</i>
14	1620-6- <sup>2</sup> <del>2</del> Planning (Plans and correspondence in preparation for future events.)  <u>All Offices: Destroy 1 year<del> after case is closed</del> or 1 year after completion of project.</u>	<del>GRS 14-6</del>	<i>DHH/VM 9/7/83</i>
15	1620-6- <sup>3</sup> <del>3</del> Public Involvement Activities and Techniques (Methods and activities for accomplishing public involvement.)  <u>All Offices: Destroy 1 year<del> after case is closed</del> or 1 year after completion of project.</u>	<del>GRS 14-6</del>	<i>DHH/VM 9/7/83</i>

15-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 616  
Revised July 1974  
Prescribed by General Administration  
FPMR (41 CFR) 101-11.6

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16	<p>1620-6-<del>4</del><sup>34</sup> Analysis and Evaluation of Public Response (Materials related to collection, analysis and evaluation of comments from the public, i.e., letters, response forms, petitions, etc.) Establish as case files.</p> <p>All Offices: Destroy 1 year after case is closed or 1 year after completion of project.</p> <p>1620-6-<del>3</del><sup>5</sup> General (Deleted. File existing correspondence under 1620.)</p>	GRS 14-6	
17	<p>1630 Publications (Both research and informational. Includes correspondence, copyright and other clearances, and related records. Refer to FSM 1630.51 for materials considered publications.)</p> <p>All Offices: Destroy records when 10 years old.</p>		<p><i>Withdrawn,</i> 1/13/84 RTB NM</p>
18	<p>1630-1 Forest Service Publications</p> <p>a. <u>Originating Office:</u> Permanent. Transfer to FRC when 3 years old. Offer to NARS when 25 years old. Annual Accu: 3.5 cubic ft. (3 cu. ft. WO. 1/2 cu. ft. in RO.)</p> <p>b. <u>All Other Offices:</u> Destroy copies of such material as soon as specific legal or administrative use ceases.</p>		<p><i>Withdrawn,</i> 1/13/84 RTB NM</p> <p>ii</p>
19	<p>1630-2 Printing and Distribution (Includes correspondence regarding the administration and operation for printing and distribution of publications.)</p> <p>All Offices: Destroy when 2 years old.</p>	GRS 13-2	
20	<p>1630-3 Mailing Lists (Correspondence, requests forms, and other records relating to changes to mailing lists.)</p> <p>All Offices: Destroy after revision of mailing list or after 3 months, whichever is earlier.</p>	GRS 13-5	
21	<p><sup>Administrative</sup> 1630-4 Reports (Includes administrative information for publication, inventory, budget, manuscript status, statistical data. Exclude publications called "reports".)</p> <p>All Offices: Destroy when 2 years old.</p>	GRS 13-7	<p>DHH/WM 9/6/83</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
	1650 Press, Radio and Television (Includes general correspondence with media including correspondence on specific books, magazine articles and speeches, as well as media requests for information.) File standard inquiries under 1600-1. <i>All offices:</i> a. <del>Washington Office:</del> Destroy records when 3 years old. b. <del>All Other Offices:</del> Destroy records when 1 years old.		DH/H/UM 9/6/83
23	1650-1 Press Releases (Issued by Forest Service Units.) a. <u>Issuing Office:</u> Permanent. Est. Annual accum: less than 1 cubic ft. <del>Transfer to FRC annually.</del> Offer to NARS in 5 years blocks when <del>20</del> <sup>10</sup> years old. b. <u>All Other Offices:</u> Destroy copies when <del>5</del> <sup>2</sup> years old.	GRS 14-1 (b)	DH/H/UM 9/6/83
24	1650-2 Clippings (Includes newspaper, magazine, and trade or technical journal clippings relative to activities or matters in which FS is concerned, and reprints of articles in non-Federal Government publications.) <i>All offices:</i> a. <del>Washington Office:</del> Destroy when 2 years old. b. <del>All Other Offices:</del> Destroy when 1 year old.		DH/H/UM 9/6/83
25	1650-3 Radio and Television (Includes <sup>working papers + background material developed for</sup> talk shows, interviews, public service, panel discussions, news shows, and records regarding personal contacts.) <i>All Offices:</i> a. <del>Washington Office:</del> Destroy when 3 years old. b. <del>All Other Offices:</del> Destroy when 1 year old.		DH/H/UM 9/6/83
26	1650-4 Reports (Deleted. File existing records under 1650 and apply the retention period.) <del>5</del> 1650-5 Policy Speeches (Includes policy speeches and by-lined articles for Chief, Associate Chiefs, and Forestry related speeches for USDA Assistant Secretary for Natural Resources and Environment; and selected policy speeches of Regional Forester and Forest Supervisors.) a. <u>Washington Office, Regions, Area and Supervisor's Office:</u> Permanent. <del>Transfer to FRC when 1 year old.</del> Offer to NARS in 5 year blocks when <del>20</del> <sup>10</sup> years old. Annual accum: less than 1 cu. ft.		DH/H/UM 9/6/83

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 A. NOT TAKEN
	b. <u>All Other Offices</u> : Destroy records when <sup>2</sup> 8 years old.		
27	1670 Library (Includes correspondence, and related records pertaining to library management and service functions.)  <u>All Offices</u> : Destroy records when <sup>3</sup> 8 years old.		DHH/VM 9/6/83
28	1670-1 Translations (Includes English versions of material (on forestry) originally published in some other language such as French, Spanish, Russian, etc.) Establish folder as needed, by kinds of requests.  <del>a. <u>Washington Office</u>: Destroy records when <sup>3</sup>10 years old.</del>  <del>b. <u>All Other Offices</u>: Destroy records when 3 years old.</del>		DHH/VM 9/6/83
	1670-2 Reports (Deleted. File any existing records under and apply the retention period.)		
29	1680 History (Includes general correspondence of a routine nature, including cooperation among History coordinators.)  <u>All Offices</u> : Destroy when 2 years old.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACIONS TAKEN
30	<p>1680-1 Archival History (Includes history files such as biographies of persons of interest to the public and historical community, oral histories, Forest histories, information concerning special events such as anniversaries of the Forest Service, commemorations, dedications, etc., research papers and reports of historical value excluding those under 1680-3 reports; publications such as "History Line" (in originating office only); and other items deemed to of historical value.) File Speeches under 1650-5.</p> <p><i>service publications see 16-30-1</i></p> <p>All Offices: Permanent. <del>Transfer to FRC annually.</del> Offer to NARS in 5 year blocks when 20 years old. Est. annual accum. 75 cu. ft.</p> <p>Note: Although 1680 is permanent at all office levels, material known to exist is the Washington Office should not be duplicated and archived by field offices. Non-record copies of important historical documents, including those with other file designations, should be filed by the history coordinator under 1680-2. (See FSH 1680)</p>	GRS 16-13(c)	<p><i>not part of official Forest</i></p> <p><i>DHH/VM 8/30/83</i></p>
31	<p>1680-2 Administrative History (File consisting of working copies of duplicate records (paper and microfilm) having historical importance to the Forest Service. The original exist some where else in the agency. Example would be important correspondence, newspaper clippings, reports, etc.) See FSH 1680 for administrative history file.</p> <p>All Offices: Retain file in office. Transfer to FRC is not authorized. Destroy when administrative use ceases.</p>		
32	<p><i>Historical and Studies</i></p> <p>1680-3A Reports (Includes internal documents produced by the Historians for other units such Legislative Affairs, Office of Information, Gray Towers National Historic Site, and Policy and Analysis. Contents address or describe historical background of policy issues recommendations on the preservation of historical sites and other topics of historical interest. These reports are either scheduled into the annual fiscal year workplan or done at the request of a unit. Currently these reports are only generated in the Washington Office. They are non-recurring, averaging five to fifty pages.</p>	GRS 16-13(d)	<p><i>DHH/VM 8/30/83</i></p>

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JOB NO

PAID BY

7  
ITEM NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9  
SAMPLE OR  
JOB NO

ACCORD TAKEN

33

a. Washington Office: Permanent. Offer to NARS in 5 year blocks when 20 years old. Annual accum: Less than 1 cu.ft.

b. All Other Offices: (Copies) Destroy when 3 years old.

1690 Internal Communications (Records and general correspondence too broad to file under a specific secondary subject.) File standard inquires under 1600-1.

All Offices: Destroy records when 3 years old.

34

1690-1 Early Warning Alert (Form 1600-13 used to communicate urgent matters between field offices and W.O. Includes information of current or impending events which require information action or are meant to highlight situations and to set other actions or procedures in motion.)

All Offices: Destroy records when 5 years old.

35

1690-2 Daily News Digest (Daily summary of news items on nationwide activities, used to keep the Chief and Staff groups current on news pertaining to F.S. Includes summaries of current newspaper clips, magazine articles, or other media items.)

a. Washington Office: Destroy records when 2 years old.

b. All Other Offices: Destroy when superseded or obsolete.

36

1690-3 Internal Newsletter (Includes news relating to agency policy and administrative needs such as safety, training, incentive awards, or similar official subjects. Issued on an as-needed basis by Regional Foresters, Area and Station Directors for their respective areas of jurisdiction.)

~~a. Issuing Office: Permanent. Transfer to FRC as volume warrants or annually. Offer to NARS when 20 years old. Annual accum: Less than 1 cu. ft.~~

~~b. All Other Offices: Duplicate Copies. Destroy when superseded or obsolete.~~

a. Issuing Offices:

1) WC ("Friday Newsletter"): Destroy when active agency use ceases.

2) RO, A, + ES: PERMANENT, offer to NARS in 10-yr. blocks when 10 yrs old. (ca 1 cu ft/yr)

*Washington Office "Friday Newsletter" Covers*

*DH/NM 9/16/83*

b All other offices: (Duplicate copies) - Destroy in agency when superseded or obsolete.



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37	<p><del>1690-4 Friday Newsletter (A weekly administrative letter from the Chief to W.O. and Field Office containing important information on policies and legislation affecting the F.S.)</del></p> <p><del>a. Washington Office: Permanent. Transfer to FRC annually. annual accum: Less than 1 cubic ft</del>  <i>offer to NARS when 20 years old in 5 year blocks.</i></p> <p><del>b. All Other Offices: Destroy when 1 years old.</del></p> <p>1690-5 Reports (Deleted. File existing records under 1690 and apply the retention period.)</p>		<p><i>Withdrawn</i>  <i>DHH/NM</i>  <i>9/6/83</i></p>