

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
State and Private Forestry

4 NAME OF PERSON WITH WHOM TO CONFER
Norina G. Mosby

5 TEL EXT
382-9897

LEAVE BLANK	
JOB NO NC1-95-84-2	
DATE RECEIVED 10-6-83	
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 U.S.C. 3301a the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
1/20/84 <small>Date</small>	<i>Robert R. Harris</i> <small>Archivist of the United States</small>

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9/30/83	Mary H. Davis <i>Mary H. Davis</i>	Records Management Officer		<p>These records were generally approved under job number NC1-166-1366 (March 14, 1966). They were unscheduled because there was no authority for their retention. The Forest Service is requesting approval of the proposed retention periods in this schedule.</p> <p>Records generated under the 3000 series reflect Forest Service cooperation with State Foresters or equivalent State Officials in implementing Federal programs affecting non-federal forests and other rural lands. The records are administrative in nature. Records scheduled under the 3700 series record the managerial technical assistance given to State Foresters by the agency.</p>		

*to agency, RTB, 1/24/84
copy to NNF + all FRC's except GKP- 2/13/84 - sent 2-15-84 by DMW:9 dema
+ NNB*

MDC sheet attached

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
1	<p>3000 State and Private Forestry (Includes general correspondence. Excludes correspondence and records relating to policy.)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p>		
2	<p>3000-1 Policy (Includes correspondence and records relating to State and Private Forestry policy, Advisory Committee, NASF, authorities, responsibilities, organization, and general or administrative practices.) TITLE CHANGE. Arr. by subject. Ca 6 1/2"</p> <p><u>Note:</u> Cooperative Agreements previously filed under this designation file under 1580 and apply retention period.</p> <p><u>Washington Office:</u> Destroy records when 25 years old. PERMANENT. Transfer to FARC when 5 yrs old.</p> <p><u>Regions and Area:</u> Destroy records when 5 years old.</p> <p><u>All Other Offices:</u> Destroy records when 3 years old.</p>		<p>F. J. M. 12/19/83</p> <p>Offer to NARS on 5 yrs. basis when 20 yrs old</p> <p>GRS-14-3</p>
3	<p>3000-2 Inquiries (Routine transmittals and letters of a personal nature.) TITLE CHANGE.</p> <p><u>All Offices:</u> Destroy records when 3 months old.</p> <p><u>Note:</u> Records previously filed under 3000-2 Program Administration through 3000-2-6, file under 3000 Primary and apply the retention period.</p>		
4	<p>3000-3 Special Projects (Includes action plans and follow-ups, special reports or summaries, and related working papers which address State and Private objectives or responsibilities.) Establish as case files. File original speeches under 1650. Retain duplicate copies of speeches in the case file.</p> <p><u>All Offices:</u> Destroy records 3 years after case file is closed.</p>		
5	<p>3000-4 National Association of State Foresters (NASF) (Includes records relating to NASF and its activities)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p>		

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6	<p>3700 Organizational Management Assistance(Includes correspondence and other records relating to technical assistance provided to State Foresters or equivalent officials in the areas of managerial assistance. Includes systems studies and analysis, employee development and training, resource education and information, and managerial improvement.)</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><u>NOTE:</u> Records previously filed under 3700-1 through 3730 are consolidated under the 3700 Primary designation.</p>		