

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
<i>NC1-095-84-4</i>	
DATE RECEIVED	
<i>12-5-83</i>	
NOTIFICATION TO AGENCY	
<small>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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
<i>12-4-85</i>	<i>Francis B. [Signature]</i>
<small>Date</small>	<small>Archivist of the United States</small>

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
National Forest System (Lands)

4 NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5 TEL EXT

235-2534
~~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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<i>11-29-83</i>	Mary H. Davis <i>Mary H Davis</i>	Records Management Officer		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Records in the 5500 series were generally approved under job number NN-166-136 (March 16, 1966). However, these records were unscheduled by NARS because there was no authority for the retention periods that were being used.</p> <p>Note that 5540 Lands Transfers were identified as files containing documents that will eventually be filed under the 5490-3 Lands Status Title File. The disposition was established to coincide with the dispositions under 2730-2 and the 5400 series. (Cross-reference: NC1-95-82-14; 2730-2, and 5420-5490 series)</p>			
<p>All changes to this proposed schedule have been approved by:</p> <p><i>Frank Young</i> <i>8-2-85</i> <i>Mary H Davis</i> <i>8/2/85</i> <small>NARS appraiser Date Agency representative Date</small></p>				
				<i>13 items</i>

*Copies to agency, NNF, NCF
12-5-85 Off*

Request for Records Disposition Authority - Continuation

JOB NO

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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>5500 Land Classification (Includes general correspondence too broad to be filed under a specific heading.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		
2	<p>5510 Modification (Includes general correspondence on the establishment of National Forests, National Grasslands, purchase units and modification of boundaries; also procedural aspects. File correspondence related to a specific case under 5510-1.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		
3	<p style="text-align: center;">Consummated and unconsummated</p> <p>5510-1 Boundary Modifications (case files which include the Establishment Reports which gives background rationale for establishing units which includes the public's interest , resouces involved and the intent of management; Establishment Documents such as Secretarial Orders, Land Orders, Executive Orders, Presidential Proclamations, Acts of Congress which establish a National Forest or Grasslands; Enviromental Impact Statement; Wilderness Studies and related documents</p> <p>a. <u>Washington Office:</u> (1) <u>Original paper records:</u> The original documents in the closed case file shall be microfilmed in accordance with FPMR 101-11.5. When the microfiche is reviewed and found satisfactory, send the original records and working copies of the microfiche to the appropriate regions and forest levels. (2) <u>Microfiche:</u> Retain 1 copy of the microfiche in the WO Office. Offer to WO History Section when no longer needed for administrative use. Do not send to the FRC.</p> <p>b. <u>Regions:</u> (1) <u>Original paper records:</u> <u>PERMANENT:</u> Transfer closed case files to the FRC in 5 year blocks. Offer to NARS when 75 years old. (2) <u>Microfiche:</u> Destroy when no longer needed for administrative use.</p> <p>c. <u>All Other Offices:</u> <u>Duplicate records and microfiche:</u> Destroy case file material when no longer needed for administrative use.</p>		
4	<p>5510-2 Unconsummated Cases</p> <p><u>All Offices:</u> Destroy case file when no longer needed for administrative use.</p>		

Request for Records Disposition Authority - Continuation

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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
5	<p>5540 Lands Transfers (Includes general correspondence related to the acquisition of land transfers which cannot be filed under a specific case.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		
6	<p>5540-1 Land Transfers Analyses (case files which contain analyses of land transfer proposals; reservoir projects; public domain and National Forest; authorities under which land was transferred, such as by Executive Order Presidential Proclamation, Act of Congress and so forth.)</p> <p><u>NOTE:</u> Some of the documents in the Lands Transfer case file may become part of the permanent Title file which is maintained under 5490-3. Screen all 5540-1 Land Transfer case files for title evidence and file under 5490-3.</p> <p>The retention period below is for Land Transfer documents which do not become part of the Title file.</p> <p>a. <u>Washington Office:</u> (1) <u>Original paper records:</u> The remaining documents in the closed case file which do not become part of the title file shall be microfiched in accordance with FPMR 101-11.5. When the microfiche is reviewed and found satisfactory, send the original records and working copies of the microfiche to the appropriate regions and forest levels. (2) <u>Microfiche:</u> Retain 1 copy of the microfiche in the WO Office. Offer to WO History Section when no longer needed for administrative use. Do not send to the FRC.</p> <p>b. <u>Regions:</u> (1) <u>Original paper records:</u> PERMANENT: Transfer closed case files to the FRC in 5 year blocks one year after the most recent case files in the block are closed. Offer the records to NARS 75 years after most recent file is closed. (2) <u>Microfiche:</u> Destroy when no longer needed for administrative use.</p> <p>c. <u>All Other Offices:</u> <u>Duplicate records and microfiche:</u> Destroy case file material when no longer needed for administrative use.</p>	<p>Consummated and unconsummated</p>	
7	<p>5540-2 Unconsummated Cases</p> <p><u>All Offices:</u> Destroy case file when no longer needed for administrative use.</p>		