

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NC1-95-84-6	DATE RECEIVED 2/1/84
1 FROM (Agency or establishment) US Department Of Agriculture		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION Forest Service			
3 MINOR SUBDIVISION Office of Information			
4 NAME OF PERSON WITH WHOM TO CONFER Norina Mosby	5 TELEPHONE EXT 235-2539	DATE 7-10-86	ARCHIVIST OF THE UNITED STATES <i>Francis S. Bunk</i>

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 12/16/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary H. Davis</i> Mary H. Davis	D TITLE Records Management Officer
---------------------------	--	--

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	These items were withdrawn from NC1-95-83-10 and submitted under the above job number. This job is further revised to meet the requirements for offering publications to NARA. 1630 Publications (Includes correspondence, clearances, and other related records.) <u>All Offices:</u> Destroy records when 5 years old.		
2	1630-1 Forest Service Publications (Printed or duplicated material that is distributed to meet specific needs of the general public, other agencies and departments and cooperators as well as the needs of the agency. Arrange FS publications by number or series title, whichever applies. Refer to FSM 1631.11 for material considered publications.) <u>Originating Office:</u> (Office of Information Staff only): <u>Permanent.</u> Maintain a file of publications as record copies. Transfer to FRC when 1 year old or when 1 cu.ft. is accumulated. Offer to NARA when 5-years old in 5-years blocks. Annual Accum: Washington Office: 3 cu.ft.; Regions and Experiment Stations: ½ cu.ft.) <u>All other Offices:</u> Destroy when no longer needed, superseded, or obsolete.		

115-108 *Copies sent to Agency, NCF, NNP, & NNI, 7-11-86, ewh*