

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NC1-095-84-7	DATE RECEIVED
1 FROM (Agency or establishment) Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Forest Service		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Timber Management		5 TELEPHONE EXT 235-2539	DATE 3-18-87
4 NAME OF PERSON WITH WHOM TO CONFER Norina G. Mosby		ARCHIVIST OF THE UNITED STATES Frank A. Burke	
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 13 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B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
12-19-86	Mary H. Davis	Records Management Officer		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
	<p>REVISED VERSION</p> <p>Timber management records were generally approved under Job No. NN-166-136 (March 14, 1966). The records were unscheduled by NARA because many of the retention periods appearing in the Filing System Handbook were not authorized.</p> <p>The objective of the timber management program is to develop and promote national programs that meet the Nation's needs for timber. Many of the records created are in relation to the harvesting and selling of timber.</p> <p>The following statement will appear at the beginning of the series in the disposition manual: If desired, a microform record may be made to replace the original paper records in this series. If temporary records are microfilmed, see section 45.22. <u>If records designated as permanent in this series are microfilmed, transfer the paper records to NARA in accordance with the approved disposition once the microfilm is verified.</u> Retain the microfilm copies in agency. Destroy when no longer needed for administrative use.</p> <p>Changes to this proposed schedule have been approved by:</p> <p><i>John W. Meany</i> 3/4/87 <i>Mary H. Davis</i> NARA appraiser date Agency representative date</p>			
			3487	

RECORDS MANAGEMENT HANDBOOK

45.22 - Approvals Needed To Destroy Original Records After Microfilming. Microfilm and destroy the originals only for temporary records with approved retention periods. Do not microfilm and destroy the originals of unscheduled records or records designated permanent without formal approval from NARA. When a proposed microfilm project provides for original record copies to be destroyed (item 26, form AD-9), send a completed form AD-9 to the WO InS staff for approval. If approved, the information will be used to complete SF-115 (Request for Records Disposition Authority). The SF-115 will be forwarded to NARA for approval. When the Archivist approves the project, the Forest Service Records Management Officer signs and returns the AD-9 to the requesting unit.

45.23 - Sources of Microfilming Services. Contact the appropriate NARA Branch office about microfilming services before going to commercial sources. NARA bulletins announce current fees for services. For services not listed, contact NARA. When the NARA service is advantageous, negotiate an agreement of services before work is begun. The agreement may be a purchase order showing (1) location of the records to be filmed; (2) description of the records, including the volume, size, physical condition, filming arrangement, and the nature and frequency of additions, changes, and deletions; (3) size and format of the film to be used; and (4) number and type (silver, diazo, vesicular) of reference copies.

45.3 - Sending Microfilm Copies to National Archives and Records Administration (NARA) or Federal Records Center (FRC). When permanent records are replaced by microfilm, offer the copies to either the Office of the National Archives (NN), NARA, Washington, DC 20408, or the local branch of the National Archives where the original permanent records would normally be retired. Provide one positive copy (silver, vesicular, or diazo microfilm), and one of the following: (1) silver original microfilm copy, (2) silver duplicate negative copy, or (3) silver master positive copy. Also forward adequate descriptive material and a certification that the microfilm was produced in the normal course of operations and that the microfilm is a complete, accurate copy of the original records.

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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>2400 Timber Management (Includes general correspondence and Congressionals of a routine nature related to timber management and other records too broad to be filed under a specific subject heading.)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p> <p><u>NOTE:</u> Screen this file annually for records to go under 2400-1 Policy.</p>		
2	<p>2400-1 Policy (Includes correspondence relating to timber management policies, program and direction; policy signed by the Chief of the Forest Service or by the Secretary of USDA. File also includes Congressionals of a substantive nature which require more than a routine response; correspondence from the private sector organizations and individuals seeking clarification on Forest Service policy, plans, decisions in Timber Management.)</p> <p><u>Washington Office:</u> Permanent. Break file every 5 years and transfer to FRC. Offer to MARA in 5-year blocks when 20 years old.</p> <p><u>All Other Offices:</u> Destroy records when 10 years old.</p>		<p><i>on hand: 2 cu. ft</i> <i>Ann. acc: less th</i> <i>1 cu. ft.</i></p>
3	<p>2400-2 Inquiries (Includes transmittals, acknowledgement and inquiries of a routine nature. Do not file Congressionals here.)</p> <p><u>All Offices:</u> Destroy records when 3 months old.</p>		
4	<p>2400-3 Studies, Administrative, (Case files containing correspondence, reports and other records relating to the study and development of guidelines designed to resolve a specifically identified problem.)</p> <p><u>Washington Office:</u> Destroy records 5 years after the case file is closed.</p>		
5	<p>2400-4 Special Projects (Includes general correspondence, periodic reports and other records related to special projects with broad application across timber management functions such as Heli-Stat, Cyclocrane and so forth.)</p>		

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	<p><u>Washington Office: Permanent.</u> Offer records to NARA when the project is completed and the records are no longer needed in the agency.</p> <p><u>All Other Offices:</u> Destroy records when administrative use ceases.</p>		<i>on hand: 2ft ann. acc: less than 1 cu. ft.</i>
6	<p>2420 Timber Appraisal (Includes correspondence and comments related to the policy and management of the timber appraisal program.)</p> <p><u>Washington Office: Permanent.</u> Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		<i>on hand: less than 1 cu. ft ann. acc: less than 1 cu. ft</i>
7	<p>2420-1 Appraisal Data (Includes general correspondence, other records related to all price and cost components or factors involved in the timber appraisal.)</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>		
8	<p>2420-1-1 Studies (Includes records related to studies including index sales involving appraisal data.)</p> <p><u>All Offices:</u> Destroy records when 15 years old.</p>		
9	<p>2420-1-2 Selling Values and Cost (Includes general correspondence and records related to developing tables, graphs, and instructions for use of selling values and production cost appraisal items.)</p> <p><u>Washington Office, Regions, Area and Experiment Stations and Supervisor's Offices:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</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
10	<p>2420-1-3 Profit, Stumpage, and Base Period (Includes general correspondence and records related to the development and use of profits and risk, stumpage value and base periods and base period values appraisal items.)</p> <p><u>Washington Office, Regions, Area, Experiment Stations and Supervisor's Offices:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		
11	<p>2420-2 Price, Supply and Demand Trends (Includes data series, graphic displays, background material, historical and projected trends, general correspondence and other records dealing with market conditions/appraisal relationships.)</p> <p><u>Washington Office:</u> Destroy records when 25 years old.</p> <p><u>Regions, Area, Experiment Stations and Supervisor's Offices:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		

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12	<p>2420-3 Rate Redetermination, Damage Appraisal and Stumpage Rate Adjustment (Includes general correspondence, instructions and records related to Rate Redetermination, Damage, Comparison, Standard Price Appraisals and Stumpage Rate Adjustment.)</p> <p><u>Washington Office, Regions and Area, Experiment Stations and Supervisor's Offices:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		
13	<p>2420-4 Reports (Includes records related to the development of appraisals and appraisal reports not covered in individual timber sale case folders or under the above designations.)</p> <p><u>Regions and Area:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 3 years old</p>		
14	<p>2420-5 Appraisal Methods (Includes general correspondence and other records related to the theory and application of appraisal methods and approvals for use.)</p> <p><u>Washington Office:</u> <u>Permanent</u>. Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>All Other Offices:</u> Destroy records when 15 years old.</p>		
15	<p>2420-5-1 Studies (Includes records related to both internal and external studies of appraisals and appraisal methods.)</p> <p><u>Washington Office:</u> Destroy records when 25 years old.</p> <p><u>All Other Offices:</u> Destroy records when 15 years old.</p>		
16	<p>2430 Commerical Timber Sales (Includes authorizations and correspondence related to policies for commerical timbersales; Congressionals related to policy interpretations and clarifications from private citizens- and private sector.)</p>		

on hand: Less than
1 cu. ft.
Ann. acc: Less than
1 cu. ft.

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	<p><u>Washington Office: Permanent.</u> Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		<p><i>On hand: 3 cu. ft.</i> <i>Ann. Acc: 1 cu. ft.</i></p>
17	<p>2430-1 Timber Export Restrictions (Includes policy, administration, reports and other records related to timber export restrictions.) Establish case files as needed.</p> <p>Washington Office: Break file every 5 years and transfer to the FRC. Offer to NARA in 5-year blocks when 20 years old.</p> <p>W.O., Regions, Area, and Experiment Stations: Destroy records when 10 years old.</p> <p>All Other Offices: Destroy records when 10 years old.</p> <p>Experiment Stations: Destroy when 5 years old.</p>		<p><i>On hand: Less than 1 cu. ft.</i> <i>Ann. Acc: Less than 1 cu. ft.</i></p>
18	<p>2430-2 Preparation, Advertisement, and Award (Includes developing the 5 to 10 year timber sale program, environmental assessment of sales, layout of sale units and transportation facilities, preparation of prospectus and advertisement, and meeting all requirements for awarding the sale.)</p> <p><u>Washington Office, Regions, Area and Experiment Stations:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		
19	<p>2430-2-1 Debarment and Suspension (Includes general correspondence, policy and direction concerning debarment and suspension of bidders under 41 CFR 1-1.604; Letters from OGC except those pertaining to specific</p> <p><u>Washington Office:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		
20	<p>2430-2-2 Debarment and Suspension Cases (Case files which document firms or individuals that have been recommended for suspension or debarment under 41 CFR 1-1.604. Close file when debarring officer decides not to suspend or debar or when debarment period has expired.)</p>		

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	<p><u>Washington Office, Regions, Area, Experiment Stations and Supervisor's Offices:</u> Destroy file 10 years after case is closed.</p> <p><u>All Other Offices:</u> Destroy file 5 years after case is closed.</p> <p>21 2430-2-3 Small Business Programs (Includes the development and administration of the sale program set aside for small business. This involves 5 year recomputation of shares, protests of size class, semi-annual analysis procedures, Special Salvage Timber Sale program, and reports) <u>Washington Office:</u> Permanent. Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>Regions and Supervisor's Offices:</u> Destroy when 15 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		<p><i>On hand: Less than 1 cu. ft</i> <i>Ann. Acc: Less than 1 cu. ft</i></p>
22	<p>2430-3 Change in Status (Includes adjustment and extension, modification and assignments, termination, cancellation, and damages.)</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>		

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23	<p>2430-4 Timber Sale Administration (Includes general correspondence regarding contract compliance, deposits, payments, and road loans.)</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>		
24	<p>2430-5 Wood Residue Utilization Program (Includes proposals, plans, general correspondence and records related to the project implementation concerning the wood utilization program. Also includes personal use charge firewood program.)</p> <p><u>Washington Office:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		
25	<p>2440 Designating, Sealing, and Recording <i>Crusing, Sealing, and Accountability</i> (Includes general correspondence and records related to the basic authority and policy for designation and measuring trees and forest products. Describes the criteria for presale measurement sales.)</p> <p><u>Washington Office:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		
26	<p>2440-1 Designation (Includes activities of marking individual trees or units of trees to carry out the silvicultural prescriptions.)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p>		

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27	<p>2440-2 Measurement (Includes correspondence related to cruising and scaling and records related to the measurement systems involved in cruising, tree measurement sales, and scaling and measurement certifications.)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p>		
28	<p>2440-3 Development (Includes correspondence and other records related to the development of marking rules, programs, scaling handbooks and procedures.)</p> <p><u>All Offices:</u> Destroy when superseded or obsolete.</p>		
29	<p>2440-4 Reports (Includes Check Scale and Log Accountability Reports which contain volume determination records for presale and scaling needs.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p> <p>(NOTE: Scale and cruise records and reports pertaining to individual timber disposal cases should be filed in appropriate 2450 and 2460 case files.)</p>		
30	<p>2450 Sale Contracts and Permits (Includes correspondence related to policy for timber sale contracts; Congressionals related to policy interpretation, clarification and so forth.)</p> <p><u>Washington Office:</u> <u>Permanent.</u> break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		<p><i>On hand: Less than 1 cu. ft Area Acc: Less than 1 cu. ft.</i></p>
31	<p>2450-1 Preparation and Interpretation (Correspondence related to the preparation and interpretation of Standard Contract and Permit Forms.)</p> <p><u>Washington Office and Regions:</u> Destroy records when 25</p>		
32	<p><u>All Other Offices:</u> Destroy records when 10 years old.</p> <p>2450-2 Development (Correspondence related to the development of new or revised provisions, contract and permit forms.)</p> <p><u>Washington Office and Regions:</u> Destroy records when 25 years old</p> <p><u>All Other Offices:</u> Destroy records when 10 years old.</p>		

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33	<p>2450-3 Timber Sale Contracts (Case files containing correspondence and records pertaining to the sale, award, and administration of individual timber sales.)</p> <p><i>Note: Screen closed timber sale contract case file for title evidence. Transfer records to 5490-3 Land Status title and follow retention instructions.</i></p> <p><u>Washington Office:</u> Destroy records 10 years after case file is closed.</p> <p><u>All Other Offices:</u> Destroy records 6 years after case file is closed.</p>		
34	<p>2450-4 Timber Sale Permits (Case files containing correspondence and records pertaining to the preparation and administration of individual permits for the sale of timber, firewood, Christmas trees, or other forest products.)</p> <p><u>All Offices:</u> Destroy records 3 years after the case is closed.</p>		
35	<p><i>(Uses of Timber)</i></p> <p>2460 Other than Commercial Timber Sales (Includes general correspondence, inquiries, policy and direction related to administrative use, miscellaneous products, free use, settlement and sustained yield units.)</p> <p><u>Washington Office:</u> Destroy records when 5 years old.</p> <p><u>All Other Offices:</u> Destroy records when 3 years old.</p>		
36	<p>2460-1 Administrative Use, Miscellaneous Products, Free Use, Settlement (Case files containing correspondence, direction, and information by specific use as in disaster relief, free use and administration, timber settlement, timber selected and offered in exchange, sales of seized and innocent trespass materials, sales of other forest products and timber property sales.)</p> <p><u>Washington Office, Regions and Area:</u> Destroy records 10 years after case file is closed.</p> <p><u>All Other Offices:</u> Destroy records 6 years after case file is closed.</p>		
37	<p>2460-2 Sustained-Yield Units (Case files containing general correspondence, direction, and information. Set up case folders by units.)</p>		

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	<p><u>NOTE:</u> Sustained-yield units at one time were very controversial in the Forest Service because they were established to perpetuate the "company town." They have played a significant role in local economics because they help maintain stability of the logging and forestry industries. They incorporate Forest Service land and private timber lands into a cooperative management unit operated on a sustained basis. The Shelton Cooperative Sustained Yield Unit is the only cooperative sustained yield unit in existence. It's locate in R-6 on the Olympic National Forest. There are, however, five federal Sustained Yield Units located in R-6(2), R-3(2) and R-5(1).</p> <p><u>Regions: Permanent.</u> Offer records to NARA 5 years after casefile is closed.</p> <p><u>All Other Offices:</u> Destroy records 5 years after the case file is closed.</p>		<p><i>On hand: Less than 1 cu</i></p> <p><i>Ann. Acc: Less than 1 cu. ft.</i></p>
38	<p>2470 Silvicultural Practices (Includes general correspondence related to silvicultural practices in the Forest Service and outside of the agency.)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p> <p><u>NOTE:</u> Screen this file annually for records to go under 2470-1 Policy.</p>		
39	<p>2470-1 Policy (Includes correspondence related to policy including interpretation and implementation of National Forest Management Act (NFMA) and National Environmental Policy Act (NEPA); File also contains Congressionals of a substantive nature that address policy interpretations and clarifications from the private sector, individuals, and organizations.)</p> <p><u>Washington Office: Permanent.</u> Break file every 5 years and transfer to FRC. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>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>On hand: Less than 1 cu. ft.</i></p> <p><i>Ann. Acc: Less than 1 cu. ft.</i></p>

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40	<p>2470-2 Silvicultural Systems and Related Cutting Methods (Includes general correspondence related to even and unevenaged management, clearcutting, shelterwood, seed tree, thinning, selection, salvage and so forth.)</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>		
41	<p>2470-3 Reforestation (General correspondence and reports concerning all aspects of site preparation, protection of reforestation and committees working on reforestation matters).</p> <p><u>Washington Office:</u> Destroy records when 3 years old.</p> <p><u>Regions, Area, Experiment Stations and Supervisor's Offices:</u> Destroy records when 10 years old.</p> <p><u>All Other Offices:</u> Destroy records when 5 years old.</p>		
42	<p>2470-4 Forest Tree Nurseries (Includes general correspondence, reports and other data on the construction, development, improvement of nurseries.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		
43	<p>2470-4-1 Tree Nurseries Cases (Case files containing correspondence, reports and other records related to specific nurseries.)</p> <p><u>All Offices:</u> Destroy closed case file when no longer needed for administrative use.</p>		
44	<p>2470-5 Tree Seeds (Includes general correspondence, reports and surveys related to the tree improvement program.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		

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45	<p>2470-5-1 Tree Seed Cases (Case files containing seed production plan, correspondence, reports on production of orchards and so forth.)</p> <p><u>All Offices:</u> Destroy closed case file when administrative use ceases.</p>		
46	<p>2470-6 Forest Tree Improvement (Includes general correspondence, reports and other records related to tree improvement program.)</p> <p><u>Washington Office:</u> Destroy records when 5 years old.</p> <p><u>All Other Offices:</u> Destroy records when 15 years old.</p>		
47	<p>2470-7 Timber Stand Improvement (Includes correspondence and reports related to release, thinning, pruning, fertilization and pesticides.)</p> <p><u>Washington Office:</u> Destroy records when 5 years old.</p> <p><u>All Other Offices:</u> Destroy records when 15 years old.</p>		
48	<p>2470-8 Examination and Prescriptions (Examination/Prescriptions, Stand Modeling and Stocking Levels, Training and Certification.)</p> <p><u>All Offices:</u> Destroy records when 10 years old.</p>		
49	<p>2480 Protection ^{of Timber Sale Areas + Timberlands} (Includes general correspondence related to reduction of risks, hazards, erosion control and other silvicultural practices.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		