

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
Timber Management

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

5. TEL. EXT.
382-9897

LEAVE BLANK	
JOB NO.	
NC1-95-84-10	
DATE RECEIVED	
7-30-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3/2/87 Date	Withdrawn Archivist of the United States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 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
6/8/84	<i>Mary H. Davis</i> Mary H. Davis	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>Timber Management records were generally approved under job number NN-166-136 (March 14, 1966). The records were unscheduled by NARS because many of the retention periods appearing in the filing system handbook (6209.11) were not authorized.</p> <p>The objectives 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 in this schedule are reports and forms related to the planning, preparation, administration of timber sales. There are also records created in this series which are computer-based reflecting the timber sale process and harvesting and fiscal aspects.</p> <p>Cross-reference to: Timber Management schedule for 2400 through 2480 : NC1-95-84-0007</p>		WITHDRAWN

3/4/87

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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>2490 Records and Reports (Includes general correspondence related to policies and procedures for reports and the overall Timber Management Information System (TMIS). This would include correspondence pertaining to Sale Tracking and Reporting System (STAR), Timber Sale Accounting (TSA), and Monitoring.</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p>		
2	<p>2490-1 Timber Management Planning (Includes reports on the land management planning process, forest plan development scheduling, and projected sale quantities. Reports include those listed in FSM 2491. Excludes reports filed with a specific timber case folder.)</p> <p><u>All Offices:</u> Destroy records when 10 years old.</p>	Withdrawn	
3	<p>2490-2 Timber Sale Preparation (Includes correspondence and reports related to the preparation of the timber sale. Reports include those listed in FSM 2492. Excludes reports filed with a specific timber case file.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		
4	<p>2490-3 Timber Sale Administration (Includes reports used in the timber sale process. See FSM 2493. Excludes reports filed with a specific timber case file.)</p> <p><u>All Offices:</u> Destroy records when 5 years old.</p>		
5	<p>2490-4 Other Than Commerical Timber Sales (Includes reports and records for timber use other than commerical sales. See FSM 2494. Excludes forms filed with a specific case file.)</p> <p><u>All 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
6	<p>2490-6 Silvicultural Practices (Includes correspondence and reports and other records about silvicultural practices. Reports include those listed in FSM 2496.)</p> <p>All Offices but Ranger District: Destroy records when 10 years old.</p> <p>Ranger Districts: Destroy records when 5 years old.</p>		
7	<p>2490-7 Sale Tracking and Reporting System (STAR) (Machine-readable data base designed to track components of the timber sale from its inception to the completion of the sale process.)</p> <p>Washington Office: ^{HAVE} FCCC : Computer data base: Destroy when administrative use ceases.</p> <p>All Offices: Computer Printouts: Destroy when reference value ceases.</p>	Withdrawn	
8	<p>²⁴⁹⁰⁻⁸ Nursery Management Information System (NMIS) (Machine-readable data base designed to track nurseries. Data is based on harvest activities and inventory available.</p> <p>Washington Office: ^{HAVE} FCCC : Computer data base: Destroy when administrative use ceases.</p> <p>All Offices: Computer Printouts: Destroy when reference value ceases.</p>		
9	<p>²⁴⁹⁰⁻⁹ Timber Sale Accounting (TSA) (Machine-readable administrative file tracking the fiscal aspects of the timber sale. Displays volume and value data on a particular sale. Calculates the rate of payment due for volume harvested.</p> <p>Washington Office: ^{HAVE} FCCC : Computer data base: Destroy when administrative use ceases ceases.</p> <p>All Offices: Computer printouts: Destroy when reference value ceases.</p>		