

**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

**Waterbed Management Research (WER Staff)**

4. NAME OF PERSON WITH WHOM TO CONFER

**Merina G. Mosby**

5. TEL EXT

**235-2539**

LEAVE BLANK	
JOB NO	<b>NC1-95-85-1</b>
DATE RECEIVED	<b>7-2-85</b>
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 U.S.C. 3303, the disposal of records requested, including amendments, is approved, except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
WITHDRAWN	
Date	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 2 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	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3/15/85	<i>Mary E. Davis</i> Mary E. Davis	Records Management Officer	<p>Surface Environment and Mining records were previously approved under job number NC1-95-81-10. Because of changes in our directives system, SEAM records are now being managed under 4310 Waterbed Management and Rehabilitation Programs. This 115 reflects this change. The file designations changed but the contents of the files and the retention periods remain the same.</p> <p>1 4310-3 SEAM (Includes material that describes the authorities, objectives, and responsibilities for Surface Environment and Mining (SEAM).</p> <p><u>Washington Office: Permanent. Offer to NARS in 5-year blocks when 20 years old.</u></p> <p><u>All Other Offices: Destroy records when 10 years old.</u></p>	NC1-95-81-10 Item 30	



**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3	<p><u>All Offices:</u> Destroy when plan is superseded.</p> <p>3900-2 Special Projects (Includes correspondence, work plans, reports, and documents concerning cooperative planning projects between state officials and the Forest Service. Case file by state.)</p> <p><u>All Offices:</u> Destroy when administrative use ceases.</p>	Item 16	